TOOL 10.2
Team planning template

Team members:

Data analyzed:
   • Student achievement data:

   • Process data:

   • Demographics data:

   • Perception data:

Major findings from data:

Goals:
Team's goals for students (specify timeline, results, and evidence, e.g. by the end of the grading period, students scoring at the not-proficient level in problem solving will move to basic or above on the grade-level common assessments.):

Team's goals for teachers (specify timeline, results, evidence, etc., e.g. teachers will provide daily practice in using multiple problem-solving strategies.):

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TOOL 10.2

Team planning template

ACTIONS PLANNED

TASK: What are we going to do?	TALENT: Who will be responsible for doing what?	TIME: When will we do it?	RESULTS: What results did we achieve?

Evidence of results:

Resources/support requested:

Comments:

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TOOL 10.3

Alternative team planning template

Goal/standard	
Evidence of success	
Staff development initiative	

When?	What?	How?	Who?	How well?

Reflections on action:

TOOL 10.4

Team agenda template

DATE: TIME: LOCATION:

TEAM GOAL(S):

MEETING PURPOSE (what will we deliver at the end of this meeting?):

ESSENTIAL QUESTIONS (questions we want to answer at the end of this meeting):

Item **I** (information) **A** (action) **D** (decision)	**Time**	**Person responsible**	**Notes**

Meeting wrap-up
• What did we learn today that will enhance our content knowledge and our teaching practice?

• What items do we want on our next agenda?

• What will we include on our team log about this meeting?

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TOOL 10.5
Team summary report template

Date: **Time:**
Members present:

Agenda topics:

Topic	Summary

Outcomes:

Next steps:

Resources/support requested:

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