Collaborative Team Meeting Template

1 Getting Started

Before you and your colleagues meet as a collaborative team, think about those teachers who are best suited for the goals of your collaborative team meetings. Consider the following types of collaborative teams as you prepare to schedule your meeting:

- Department Team;
- Grade-level Team;
- Intervention Team;
- Grade 9 and 10 Team;
- Interdisciplinary Team;
- Other: ........................................................................................................

Meeting Attendees:

1 .................................................................
2 .................................................................
3 .................................................................
4 .................................................................
5 .................................................................
6 .................................................................

Notes:
2 Set a Meeting Date and Time

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3 Discussion Guidelines

Once you have determined which type of collaborative teacher team you will form, consider establishing discussion guidelines and explicit collaborative practices. Examples of discussion guidelines could be:

- The group will start and end on time;
- The group will build on each other’s ideas;
- The group will withhold judgment of:
  - Student performance on the test,
  - Outcomes from teacher lessons.

Discussion Guidelines:

1 ........................................................................................................................................

2 ........................................................................................................................................

3 ........................................................................................................................................

4 ........................................................................................................................................

5 ........................................................................................................................................

6 ........................................................................................................................................

Notes:
4 Set the Agenda

Sample Agenda

- Discuss thoughts on collaboration;
- Discuss reactions to schoolwide data;
- Discuss reactions to relevant subgroup data;
- Determine your students’ strengths and weakness;
- Prioritize weaknesses as a team;
- Check weaknesses against the curriculum.

Collaborative Team Meeting: Agenda and Goals:

1 .......................................................... .....................................
2 .......................................................... .....................................
3 .......................................................... .....................................
4 .......................................................... .....................................
5 .......................................................... .....................................
6 .......................................................... .....................................

Questions to Consider When Creating Your Collaborative Team Meeting Agenda:

- How will you begin discussing the OGT data with your team? For example, will you begin with a warm-up activity? Will you elicit general thoughts on using OGT data?
- How will you find time to address both strengths and weaknesses as a team? Will you spend more time on one than on the other? Why?
- What modifications do you anticipate your team making to the curriculum to address the OGT results?
- How will you use OGT data to inform planning and instruction as a team?
- Will it be important for your collaborative team to keep the same leader throughout the year? Will you take turns?
- How often will you meet?

Notes: