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| **Data Team/PLT Articulation Meeting Minutes****Student Data for Math, LA, or Science** |
| **Grade Level(s)** | **Date** | **Start Time** | **End Time** |
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| **Team members present:** |
| **Facilitator:** | **Recorder:**  | **Time Keeper:**  |

(Fill sections as applicable to today’s discussion.)

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| **Celebrations:** (attendance, achievement, behavior, etc…anything that “made your day”) |
| **Review Agenda:** See previous template (what will be covered today, materials teachers need, note any changes to the plan) |

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| **Step 1- Data Collected and Charted:** (percentages, trends, explanations, etc.) Note students or groups of particular focus |
| **Teacher A** |  |
| **Teacher B** |  |
| **Teacher C** |  |
| **Teacher D** |  |
| **Step 2- Analyze/Prioritize Needs:** Team Data shows improvement most needed in the following areas with the following [groups of] students- |
| **Step 3- SMART Goal Statement(s):** Include **who**[specific students/groups], **when** [specific date] and **how** [specific measure(s)]-  |
| **Step 4- Common Instructional Strategies Selected:** Include environment, group-size, time/duration/frequency, materials/assignments- |
| **Step 5- Results Indicators:** “If/When this strategy is implemented, then we expect to see…”-Strategy **1**: Student Indicators-Strategy **1**: Teacher Indicators- |
| Strategy **2**: Student Indicators-Strategy **2**: Teacher Indicators- |
| Etc., etc… |
| **\*Step 6- Monitor and Evaluate Results:**  |

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| **Next Steps/Agenda Items for Next Meeting:** (Include the time allotted for each item) |