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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** |
|  |  | |  | |  |
| **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) |