

## FIGURE 1.1: Collaborative Team Meeting Record

Collaborative Team Meeting Logistics	
Grade:	Date:
Lead teacher or facilitator:	
Teachers in attendance:	
<b>Focus</b> (Check one.) <ul style="list-style-type: none"> <li><input type="checkbox"/> Curriculum pacing guide</li> <li><input type="checkbox"/> Strategy implementation</li> <li><input type="checkbox"/> Coaching practice</li> <li><input type="checkbox"/> Consensus scoring cycle               <ul style="list-style-type: none"> <li>+ Common assessment development</li> <li>+ Item analysis (See Item Analysis Summary.)</li> </ul> </li> </ul>	
Discussion points:	Questions raised:
Objective for the coming week:	Resources needed:
Implementation steps:	
Item Analysis Summary	
Assessment tool:	

Source: Adapted from Fisher & Frey, 2007a. Reprinted with permission. Learn more about ASCD at [www.ascd.org](http://www.ascd.org).

Areas of strength in student work:

Areas of weakness in student work:

Teacher practice: What should be preserved?

Teacher practice: Identify gaps between existing and desired practice.

Teacher practice: What aspects of existing practice pose a barrier to implementing desired practice?

Teacher practice: Identify interventions or unit modifications.

Unanswered questions: