



# Master Agenda

Date:

Time: Location:

Zoom Link (if applicable):

*Smart Goal*

### Collective Commitments

1. Create an environment that is courteous and welcoming; helpful and positive; and safe and nurturing.
2. Commit to life-long learning, on-going professional development, and sharing and implementing relevant information and strategies into our learning environment.
3. Agree to come to a consensus
4. Bring required materials everytime

### Norms

- Pausing
- Posing questions
- Putting ideas on the table
- Start and end on time
- Be Present

### Material to Bring

- student work samples
- Performance standards

- Team Check In (5 mins)

Check in on coworkers/establish meeting goal

- Review Roles (1 mins)

Facilitator:

Recorder/Reporter:

Time Keeper:

- Data analysis protocol (15 min)

- Agenda Next Meeting (10 min)

- Action Steps (4 mins)

