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**MCL Team Meeting Sample Agenda: Data Analysis**

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| **Date:**  **Time:**  **Location:** | **Team:**  **Note-Taker:**  **Timekeeper:** |
| **Topic:** | **Attendees**:  **Facilitator:** |
| **Meeting Objectives:** | **Team Meeting Norms:**   1. **Keep Kids First** 2. **Be on Time** 3. **Be Engaged** 4. **Be Fully Present** |
| **To prepare for this meeting, please:** | |
| What is the assessment and primary focus for the data conversation? | |

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| **Brief Background** | |
| What was the student(s) asked to do? | How long did the student(s) have to do it? |
| Was the work completed independently or collaboratively? |
| **Low-Inference Observations** | |
| What do you see? | |
| **Interpreting the Student Work** | |
| What was/were the student(s) thinking? Why? | How did the student(s) interpret the assignment? |
| What did the student(s) understand? | What did the student(s) not understand? |
| What questions do you have when you look at the work? | |
| **Classroom Implications** | |
| What are the implications of this work for assessment? | What are the implications of this work for teaching? |
| What steps will the teacher take next with the student(s)? | What teaching strategies will be most effective? |
| What are the missing elements in the student work?  What kinds of assignments could provide this information? | What does this conversation make you think about in terms of your own practice? |
| **Reflection** | |
| (Presenter) What did you learn about the student(s) and the work? | What could be improved? |