

SUGGESTED AGENDA FOR EFFECTIVE TEAM MEETINGS

Sample Agenda:

All times are approximate and should be adjusted to reflect the needs of the team.

1. Welcome and overview of the agenda (Team leader) (3 minutes)
 - Welcome team members and introduce any new members or visitors.
 - Set the purpose of the meeting by identifying the CFIP steps to be accomplished.
2. Questions or discussion from the last meeting (Team) (10 minutes)
 - Quickly review the decisions made at the last meeting.
 - Discuss issues remaining from the last meeting (such as follow-up to the re-teaching or scaffolding decisions made as a result of identifying class needs in CFIP Step 3) or new information gathered about questions that the team was unable to answer last time.
3. Main activity (Team facilitated by team leader) (35 minutes)

Complete the CFIP steps appropriate to the purpose of the meeting. In the first several attempts to use CFIP, teams may only complete Steps 1- 4 in one setting. As team members become more comfortable with the protocol, dialogue will be smoother and decisions will be made more rapidly.
4. Wrap up and next steps (Team leader) (10 minutes)

Team leaders should ensure that time remains for this crucial step, even if it means that the team is unable to finish all the planned CFIP steps in one setting. Unless team members leave the meeting with definitive actions to take as a result of the dialogue and commit to follow up, they have wasted their time.

 - Briefly re-cap what was accomplished at the data dialogue, such as what was learned and the questions that remain for further study.
 - Review all agreements for follow-up made during the meeting, such as instructional strategies to be tried and the time line in which they will be implemented.
 - Review assignments for next meeting, such as assessments to be administered and scored, data to be compiled, etc.
 - Set the next meeting date and time.
 - Evaluate the meeting:

- What worked?
- What didn't work as planned?
- What does the team need to change to have more effective data dialogues?