TEAM MEETING TO-DO LIST

When to Use: Up to one week in advance of a data team meeting

Purpose: This "to do" list itemizes tasks that the team leader should be certain to complete prior to a data team meeting.

Before the meeting:

- ❑ Identify the data to be analyzed and the CFIP steps to be covered.
- ❑ Finalize the date, time, and location for the meeting.
- ❑ If necessary, obtain and duplicate reports from the school's data warehouse for the team. (After appropriate training, team members should be expected to do this on their own.)
- ❑ Duplicate a blank CFIP template for each team member. If the template is to be completed electronically during the meeting, e-mail a blank one to all participants.
- ❑ Arrange for one team member to record the agreements made during the meeting using the CFIP template. This responsibility should be rotated among the team members.

At least one week in advance of the meeting, provide to the participants (allow more time if assignments require it):

- ❑ Date, time, and location of the meeting
- ❑ Agenda for the meeting
- ❑ Materials or data warehouse reports necessary to complete the CFIP steps to be discussed at the meeting
- ❑ Reminders and explanations of any assignments to be completed by team members prior to the meeting

A day or two in advance, provide to the administration:

- ❑ Meeting agenda
- ❑ Invitation to attend

After the meeting:

- Follow up with the school administration or central office staff to obtain any resources or support needed by the team.
- Assure that the team member responsible for completing the CFIP template at the meeting distributes it promptly. (It is recommended that the template be completed electronically and e-mailed to participants immediately after the meeting, so follow-up can begin right away.)
- Provide any promised support to team members.