

**FIGURE 1.2:
Collaborative Team Meeting Record**

Collaborative Team Meeting Logistics	
Grade:	Date:
Lead teacher or facilitator:	
Teachers in attendance:	
Focus (Check one.) <input type="checkbox"/> Curriculum pacing guide <input type="checkbox"/> Strategy implementation <input type="checkbox"/> Coaching practice <input type="checkbox"/> Consensus scoring cycle + Common assessment development + Item analysis (See Item Analysis Summary.)	
Discussion points:	Questions raised:
Objective for the coming week:	Resources needed:
Implementation steps:	
Item Analysis Summary	
Assessment tool:	
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:	

Source: Adapted from Fisher & Frey, 2007a. Reprinted with permission. Learn more about ASCD at www.ascd.org.