

Figure 5.1: Data-Inquiry Meeting Preparation Checklist

- Identify the assessment or assessments to be discussed.
- Ensure each team member administers and scores all his or her students' assessments in a logical and feasible time frame. (All team members should administer the assessment in their classrooms within a defined and agreed-on window of time; generally, teachers each conduct the assessment within a day or two of their teammates.)
- Guarantee all team members have access to the team data-collection tool and are proficient in using it.
- Verify all team members enter data (students' results) onto the data-collection tool prior to the meeting. (Teams must be invested in using data-inquiry meeting time to analyze students' results rather than input scores or grade papers. Therefore, to help keep all teammates prepared and on track, we recommend sending out an e-mail reminder a few days before the meeting emphasizing that each teacher enter data before the scheduled meeting.)
- Remind teammates to bring the actual assessments (the task and students' work) to the data-inquiry meeting so teachers can refer to them in conversation. To help provide a more complete picture of student progress, teams should also be prepared to augment their results with alternate forms of data, both formal and informal, gathered during other learning experiences based on the same targets as the common assessment. Teachers can take this additional data into account when planning for interventions and extensions.