

Initial Team Meeting Agenda

Adapted from the Student Agency in Assessment & Learning Program

Goals

- Explore individual and team learning about formative assessment
- Use your prior self- reflection handouts and Formative Assessment Observation Protocol to establish next steps in learning
- Establish filming and meeting schedule for next two meeting cycles of VSG work on formative assessment

Success Criteria

- Develop next steps in your learning in formative assessment
- Identify strategies to take next steps in your learning in formative assessment
- Outline a team schedule to provide feedback on classroom practice for the next two VSG meetings

Meeting Agenda			
TIME	ACTIVITY	STRUCTURE	ADVANCED SETUP
5 min	<p>Goals and Norms</p> <p>Review meeting goals.</p> <p>Review Meeting Norms below to identify 1-2 strategies the team would like to use at this meeting to ensure equitable participation and time on task. (Or, if your site has existing meeting norms, quickly revisit and use those.)</p>	Team Discussion	<p>Create sign-in sheet</p> <p>Copy or post sample meeting norms</p> <p>Have colored pens or highlighters available for each participant</p>
10 min	<p>Identify Personal Areas of Strength and Growth</p> <p>Individually highlight your reflections on areas of growth from prior handouts in this program</p> <p>Highlight the observation protocol noting areas of strength and next steps in learning.</p> <p>Individually, align your thinking from these two documents and write down one area of strength and two areas of focus for next steps.</p>	Individual Review	<p>Prepare copies of the FA observation protocol for each participant</p> <p>Teachers bring their prior work (completed handouts) in this program.</p>



This work is offered under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License



15 min	<p>Discuss Personal Areas of Strength and Growth</p> <p>With a partner, discuss areas of strength and of growth you have related to formative assessment.</p> <p>Discuss as a team: Are there any insights from the handouts that are important to keep in mind as you move forward with developing formative assessment practices?</p>	Paired Review and Team Discussion	<p>Prepare copies of the FA observation protocol for each participant</p> <p>Teachers bring their prior work (completed handouts) in this program.</p>
15 min	<p>Future Practice - Goal Setting</p> <p>Individual writing: Based on analysis of current practice, and the observation protocol, select one or two or your areas of focus to take next steps. Write these down as Personal Learning Goals. Enter your current competencies in this area.</p> <p>Partner discussion: Review goals and discuss strategies to work towards these goals.</p> <p>Add these strategies into your notebook.</p>	Individual Writing and Paired Review	Teachers bring notebook
15 min	<p>Preparing for Filming and VSG Meetings</p> <p>Each teacher shares a Personal Learning Goal and strategies identified to meet that goal.</p> <p>The group discusses upcoming lessons that could be filmed to meet those goals.</p> <p>Review dates for next cycle for two VSG groups. Establish dates for filming, noting when videos will be shared and dates for peer review. Set next two VSG meeting dates.</p> <p>Identify supports needed and how to access supports for filming or review process.</p>	Team Discussion	Bring calendar, or meeting schedule (if established)
60 min	Total Time		

