

Date and Time

# Success Gaps Meeting

# **Process Agenda 7**

Meeting Objectives:

* Team members will have an understanding of the identified success gap [name of school or district] is addressing.
* Team members will review implementation of action plan and make recommendations for revisions as necessary.

| Time | Activity | Process and Materials |
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| 0 – :10 minutes | Welcome and Introductions   * All team members introduce themselves * Meeting norms and agenda | 1. Introduce yourself and welcome everyone to the success gaps meeting. 2. Have each team member introduce him-/herself and his/her role. 3. Quick overview of the meeting norms and the agenda.   Materials: Name tents, room set up in a U or circular shape so everyone can see each other, copy of agenda for all, meeting norms posted on a chart in the room. |
| :10 – :30 | Overview of Action Plan Implementation   * Describe the steps that have been taken in the action plan implementation in general and the reaction of the school or district | 1. Review the action plan and generally describe how the implementation has been going. Also describe the reaction of the school or district staff and stakeholders to the plan and the implementation. 2. One or two slides that remind the team of the success gap being addressed.   Materials: Action plan, screen, projector, PowerPoint 4. All team members should bring their materials from last meeting. |
| :30 – 1:15 | Specific Data and Recommendations   * Each action on the plan will be described with detail on implementation, progress, and data that support implementation and progress. * For each action, the team should discuss whether to continue, make changes/revise and continue, discontinue, or complete. | 1. The person responsible for each action should present to the team and describe specific actions taken and results of those actions and share data/products/etc. If there are barriers to the action, these should be presented as well. 2. The team, with the person responsible, should discuss and determine next steps, if needed for this action. Next steps could include revise activity, continue as planned, complete, or discontinue. 3. Repeat for each action on the plan.   Materials: Completed action plan, projector, screen, digital version of the action plan, chart paper, markers. |
| 1:15 – 1:30 | Next Steps and Assignments   * Next meeting (identify time, day) * Assignment (if any) * Meeting evaluation | 1. Identify date for next meeting. (These implementation review meetings should occur at least twice per school year, preferably three times or quarterly.) 2. Summarize what was discussed today. 3. Go over any assignments. 4. Conduct a quick +/Δ (plus/delta) to determine what worked well and what could be improved prior to next meeting. |

<https://ideadata.org/successgapstoolkit>