

Date and Time

# Success Gaps Meeting

# **Team Member Agenda 5&6**

Meeting Objectives:

* Team members will have an understanding of the identified success gap [name of school or district] is addressing.
* Team members will identify root causes for the success gap by discussing and completing the rubric.
* Team members will develop an action plan to address root causes for the success gap.

| Time | Activity |
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| 0 – :10 minutes | Welcome and Introductions   * All team members introduce themselves |
| :10 – :20 | Quick Review of Last Meeting   * Review last meeting activities and ask for team feedback or comment * Follow up information from previous meeting * Data that show the success gap |
| :20 – :50 | Rubric Review   * Self-reflection: everyone review the rubric and identify areas to prioritize * Group discussion of priorities |
| :50 – 1:50 | Drafting an Action Plan   * Small group to draft action steps for each priority * Large group consensus on each activity for each priority |
| 1:50 – 2:00 | Next Steps and Assignments   * Next meetings (identify time, day) * Assignment:   + Review action plan * Meeting summary |

<https://ideadata.org/toolkits/#resources01>