

Date and Time

# Success Gaps Meeting

# **Team Member Agenda 7**

Meeting Objectives:

* Team members will review data for the implementation of the action plan.
* Team members will make any necessary changes to the action plan based on the data.

| Time | Activity |
| --- | --- |
| 0 – :10 minutes | Welcome and Introductions   * All team members introduce themselves |
| :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. |
| :30 – 1:15 | Specific Data and Recommendations   * Each action on the plan will be described with detail on progress toward implementation and data that reflect this. * For each action, the team should discuss, continue, make changes and continue, discontinue, or complete. |
| 1:15 – 1:30 | Next Steps and Assignments   * Next meeting (identify time, day) * Assignment (if any) * Meeting summary |

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