

## What to do during learning team meeting

### ***When you've got 20 minutes or less...***

- ✦ Share reactions to a professional journal article that was read since the last session.
- ✦ Discuss how well an activity worked in a classroom.
- ✦ Write a plus/delta for an activity tried in the classroom.
- ✦ Identify potential resources for further information.
- ✦ Review outcomes data for a specific learning target.
- ✦ Brainstorm ideas for interventions.
- ✦ Share learning from readings or a conference that is pertinent to the team's goal.
- ✦ Record patterns that you've identified in student learning and/or behavior.
- ✦ Determine what you will report out about your findings and assign who will do what.

### ***When you've got more than 20 minutes...***

- ✦ Review student work and identify areas in need of improvement.
- ✦ Use a fishbone diagram to generate ideas for improvement.
- ✦ Invite an expert to share ideas.
- ✦ Practice an activity that will be tried in the classroom.
- ✦ Create inter-rater reliability for scoring using a rubric.
- ✦ Use an interrelationship digraph to determine root cause of a problem.
- ✦ Learn how to use technology to collect and organize your data.
- ✦ Analyze data from large-scale or classroom assessments.
- ✦ Generate hypotheses for an identified problem.

***And remember—use the last 5 –10 minutes of every meeting time to***  
**1. Determine activities to complete before your next meeting.**

**2. Plan the agenda for your next meeting.**