Ironton Elementary

Student Based Team- Minutes

Note Taker_____   Time Keeper_____   Discussion Director_____

Team Members Here Today:

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Step 1- Collect Data	- What are we doing today? Project, Teacher Videos, Other_____ - What kind of data? Numbers, Charts, Videos, Polls, Opinions, Antidotes, Work Samples, Schedules, Other_____
Notes: Describe what you are doing and why the data is important in you work today. It should help guide the remainder of the meeting.	

Step 2- Analyze and Understand the Data	- What are we doing today? Project, Teacher Videos, Other_____ - What kind of data? Numbers, Charts, Videos, Polls, Opinions, Antidotes, Work Samples, Schedules, Other_____
Notes: How does the data help you? What have you learned by looking at it? Did you find something helpful? Did you find something to fix?	

Step 3- Our Expectations Now	- What do we need to do now that we analyzed the data? What is our plan? Draft out ideas and suggestions. Talk about the goals of the group today. What should we be doing now we know the what the data shows?
Notes: Brainstorm and write it all down. Suggestions and thoughts. Debate the best ideas and get ready to put them into action.	

Step 3 : **Notes: Brainstorm and write it all down. Suggestions and thoughts. Debate the best ideas and get ready to put them into action.**	

Step 4- Implement and take action!	**What are the ideas we need to act on now? What are we going to guarantee happens from step 3? How will we make sure it happens?**
Notes: Who is in charge of what? What is the process? How are we going to implement this?	

Step 5- Analyze the Plan	How did how plan work? Follow up on this at the start of the next meeting.
Notes: Show the results of your work.	

Notes_____
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Next Meeting Date;_____

Prepared by: John L Maynard