

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 |
| --- | --- |
| 0 – :10 minutes | Welcome and Introductions* All team members introduce themselves
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| :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
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| :20 – :50 | Rubric Review* Self-reflection: everyone review the rubric and identify areas to prioritize
* Group discussion of priorities
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| :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
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| 1:50 – 2:00 | Next Steps and Assignments* Next meetings (identify time, day)
* Assignment:
	+ Review action plan
* Meeting summary
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<https://ideadata.org/toolkits/#resources01>