

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
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| :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.
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| :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.
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| 1:15 – 1:30 | Next Steps and Assignments* Next meeting (identify time, day)
* Assignment (if any)
* Meeting summary
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<https://ideadata.org/toolkits/#resources01>