# Suggested Pacing of Data Team Meetings

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|  |  | Approx. % of time | Example: 45 minute meeting | Our ­­­\_\_\_\_ minute meeting |
| \* | 1. Collect and chart data | 10% | 5 min. |  |
| \*\* | 1. Analyze strengths and obstacles; Select priority(ies) | 30% | 13 min. |  |
|  | 1. Establish SMART goal(s) | 10% | 5 min. |  |
|  | 1. Select instructional strategies and plan gradual release | 30% | 13 min. |  |
|  | 1. Determine results indicators (or progress monitoring) | 20% | 9 min. |  |

\*The data collection chart (Step 1) should be completed prior to the meeting so that the meeting time is spent only on reviewing the results as a team. Many teams have a “data technician” that collects the individual class results and computes the totals.

\*\*Each teacher should analyze her/his own class strengths and obstacles prior to the meeting so that the meeting time is spent on discussing the strengths and obstacles of the group of students as a whole in order to select a priority on which to focus.