

Addison Middle School

Action Agenda

Team Name:

Meeting Date:

Meeting Location:

Members Present:

Agenda Items	What needs to be done:	What was done and who is going to do it:
Team Effectiveness (How can we support each other? Are we implementing instructional strategies? Are we following the 8-Step and School – Improvement Plans?)		
Student Learning Data (Is the instruction driven by the data? How is the data being used?)		
Instruction (Effective Instructional Practices. Collaboration. What's working? What's not? Success stories.)		
Curriculum (Pacing, Calendars, Blueprints, Frameworks, Alignment?)		
Student Behavior (Attendance, Discipline, etc.)		
Parents (Are we communicating with parents? How?)		
Other Business		

Date and Time of next meeting:

Location of next meeting: