

Collect, Sort, and Select Data – Step 2

Leadership Team Meeting Sample Agenda

Meeting Goals

- Present and discuss data that will be shared with staff
- Develop plan for next full staff meeting

Time Needed

1 to 2 hours

Meeting Tasks

1. Team members share what they collected (60 minutes)

In the four main areas:

- Achievement data
- Perceptions data
- Contextual data
- Demographics data

Either as a full team or in small groups have team members consider the Strengths and concerns for each type of data. See *Strengths and Challenges Worksheet*.

2. Plan for data carousel at next full staff meeting (30 minutes)

First, see *Data Carousel Activity*.

- Decide as a team if you will create data displays for the wall or in computerized graphic displays on paper or both. If you don't plan to present data in large displays on the wall, decide how the data will appear in individual packets.
- Plan who will explain the Data Carousel and if leadership team members will divide up among the staff groups as they look at the data.
- Determine how information on strengths and concerns will be compiled and shared with the entire staff.

Set Dates/Assign Tasks

- Assign Tasks and Completion Dates.
- Schedule Data Carousel for Full Faculty Meeting.

Evaluate Meeting Effectiveness

Team discusses and determines “How did we do?” and “How could we make the next meeting better?” Use this information when planning the next meeting.