



West Potomac High School

22 Oct. 2015 CLT Meeting

Date and Time

Meeting Purpose

- Unpack Standards
- Create Assessment
- Use Data to Modify Instruction
- Instructional/Intervention Strategies

Attendees: The usual suspects

Norms We Agreed To:

- These are the functional behaviors we will follow.
- Norms go here.

Commitments We Agreed To:

- These are our values and vision for collaborating to teach our subject/course.
- Commitments go here.

Topic	Lead	Method	Time	Desired Outcomes	Next Steps/Person Responsible/Due Date
Smarter Goal	All			Grade with Rubric by end of Quarter	Give writing Prompt this week or next. Keep results
E-Cart	All			Graded results by end of quarter	

Dialogue (Dial) is a type of conversation in which ideas are shared and participants have the opportunity to clarify their own positions as well as those of other participants.

Discussion (Disc) is a type of conversation in which participants make decisions.

Information (Info) is an update and is for background knowledge and planning purposes only.

PARKING LOT

Topic	Lead(s)	Type	Item and/or Questions
			Parking lot items are topics that came up during the meeting and/or items started at a meeting requiring additional discussion.