

Chippewa Falls Middle School: Collaboration Notes

Date:	Group:
Facilitator:	Timekeeper:
Recorder:	Others:

Collaboration Norms: (teams should modify/add norms as their group agrees)

Everyone participates	All opinions respected	Start / end on time
Share the workload	Stay on topic	Focus on outcomes

Today's area(s) of focus:

- common core standards
- common formative assessments
- data analysis with action planning
- professional development
- content area literacy, writing, or math

Our current aim is to:

Today we accomplished:

Next we plan to:

We need assistance in:

We plan to accomplish our aim by:		
Action Step	Timeline	Person

Please save a copy of this document in your assigned Google folder by the Friday following collaboration.

