

TOOL

# Example of a Team's Meeting Schedule

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# Example of a Team’s Meeting Schedule

The fifth-grade team at Rise Up Elementary School planned its meetings for the first semester of the year based on its work plan (see Exhibit 4.7). Team members met for 2 hours every week on their school’s early release day. They spent 15 minutes of each meeting building community with each other or practicing strategies to cultivate emotional resilience. They also spent 10–15 minutes when necessary taking care of business, such as testing schedules and field trips. In the remaining time, they engaged in the following activities.

Date	Work Plan Goal Number and Outcomes (See Exhibit 4.7)	What (Activities)
<b>OCTOBER</b>		
<b>First Tuesday</b>	<i>Goal 1: To figure out how we’re going to learn more about our focal students.</i> <i>Goal 2: To observe each other’s focal students during the Month of Compassion unit.</i>	<ul style="list-style-type: none"> <li>• Design interviews we’re going to do with focal students.</li> <li>• Design protocol for observations during Month of Compassion unit.</li> </ul>
<b>Second Tuesday</b>	<i>Goal 1: To gain a deeper understanding of our focal students.</i> <i>Goal 2: To co-plan a reading comprehension lesson and access each other’s knowledge and skills.</i>	<ul style="list-style-type: none"> <li>• Share interviews with focal students.</li> <li>• Plan science text reading comprehension lesson.</li> </ul>
<b>Third Tuesday</b>	<i>Goal 1: To gain insight into our focal students by hearing what others observed.</i> <i>Goal 2: To observe each other’s focal students during a lesson on the Month of Compassion.</i> <i>Goal 3: To divide up tasks around planning for November’s service learning activities.</i>	<ul style="list-style-type: none"> <li>• Share observations of each other’s focal students during reading lesson and lesson on Month of Compassion.</li> <li>• Plan for November service learning activities.</li> </ul>
<b>Fourth Tuesday</b>	<i>Goal 1: To get feedback on our teaching (and encouragement) from sharing our videos with the team.</i> <i>Goal 2: To get to know our and each other’s focal students better.</i>	<ul style="list-style-type: none"> <li>• Share video recordings of the lesson we taught.</li> <li>• Debrief the overnight trip, and share observation of each other’s focal students.</li> </ul>

Exhibit 10.1. © Elena Aguilar, *The Art of Coaching Teams: Building Resilient Communities that Transform Schools*. Jossey-Bass, 2016.

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