

# SAMPLE Collaborative Meeting Minutes

**Strategic Goal:** Focus on Teaching and Learning

- Use collaborative teams to analyze data and formulate feedback at all levels.

**Agreements: Stay engaged, speak your truth, experience discomfort, and accept/expect non-closure.**  
**Decision Procedure:**

Subject:                      Date:                      Meeting Time:

Members Present:

Team Members Roles:

Facilitator:

Recorder:

Timekeeper:

Conflict/Resolution Procedure: When conflicts arise, we will address the issue(s); we will agree to disagree; we will brainstorm for resolutions; and a final decision about the resolution will be decided by a majority vote.

## Meeting Framework

**Purpose of Meeting:**

**Student Work (Data Discussion):**

**Analysis of Results (Feedback):**

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## Plans for Instruction (Strategy):

## Next Steps (Execute):

### Next meeting date/time:

Task	Member Responsible	Project Date of Completion