



Focus Goal and Strategies Minutes Template - Instructional Leadership Team

Recorder: _____ Date: _____ Time: _____

	Name	Role	Name	Role
Members present at meeting:	1.		5.	
	2.		6.	
	3.		7.	
	4.		8.	
Refined Data Observation(s):				
Source(s) of data:				
WIG/Focus Goal(s):				
Lead Measures/ Strategies:	(Include information on the 2-3 strategies selected as well as rationale/research based evidence for impact)			





Team Decisions and Actions:	Implementation and Accountability List team decisions and actions in spaces below (What and How)	Person(s) responsible for implementation and monitoring (Who and When)	
	1.		
	2.		
	3.		
	4.		
Process Observation:		Yes	No
	The team met its stated goals		
	Team members observed group norms		
	Team members had the resources needed to complete their tasks		
	Conflict, if any, was resolved in a manner that was mutually acceptable to team members.		
	Team members are clear about the next steps involved in work discussed at the meeting.		



