



FRUITVALE JUNIOR HIGH DEPARTMENT MEETING MINUTES

Department/Grade: _____ Date: _____ Location: _____

Attendance: _____

AGENDA:

1. Current Standard(s) Focus: _____
2. Pacing Check (is everyone on the same page?) _____
3. Share one Success (strategy, lesson idea, organization trick):

4. Recent Assessment Reflection (what CFA/assessment was just used? Results?):

5. Adjustments needed in instruction? _____

6. Plan for reteaching: _____

7. Upcoming Assessment (What is coming up? IAB? Unit/Module exam? Quiz?):

8. Share Planning for coming lessons/standards in preparation for next assessment.

Action Items:

Questions/Communication to Admin: _____
