**Artifact: Intervention Team Meeting Agendas and Minutes**

**Activity:** Team Lead for the Intervention Team (Problem-Solving, Review Lessons, and Action Plans)
**Date:** Throughout the entirety of fieldwork, culminating on June 21, 2024
**Standard:** ELCC Standard Element 2.4: Promoting Effective and Appropriate Technologies to Support Teaching and Learning

**Meeting Agenda and Minutes**

**Meeting Date:** June 12, 2024
**Location:** Title 1 Room, The Academy Charter School
**Attendees:**

* **Team Lead:** Ms. Pearson
* **Teachers:** Ms. Fustanio, Ms. Howe, Ms. Wright, Ms. Smith

**Agenda:**

1. **Welcome and Introductions**
	* Overview of meeting objectives
	* Introduction of team members and their roles
2. **Review of Current Intervention Strategies**
	* Summary of ongoing interventions
	* Discussion on the effectiveness and areas for improvement
3. **Integration of Technology in Intervention**
	* Demonstration of data analysis tools (e.g., STAR Reading, Google Classroom Analytics)
	* Review of technology-based resources and apps for lesson planning and student support
4. **Developing Action Plans**
	* Collaborative problem-solving to address student challenges
	* Creating technology-enhanced lesson plans and interventions
5. **Implementation and Monitoring**
	* Setting timelines for action plan implementation
	* Discussing monitoring and evaluation processes using technology
6. **Q&A and Next Steps**
	* Open floor for questions and discussion
	* Summary of next steps and action items

**Minutes:**

1. **Welcome and Introductions**
	* The meeting began at 10:00 AM with a warm welcome from the team lead. Each member introduced themselves, outlining their role in the intervention team. The objective of the meeting was set to enhance intervention strategies through effective technology integration.
2. **Review of Current Intervention Strategies**
	* A summary of current intervention strategies was provided. The team discussed the success stories and challenges faced in the ongoing interventions. Notable successes included improved reading comprehension scores in Grade 3 following targeted interventions.
3. **Integration of Technology in Intervention**
	* The Technology Coordinator demonstrated the use of STAR Reading data to identify student needs and track progress. Google Classroom Analytics was also showcased, highlighting its utility in monitoring student engagement and assignment completion.
	* The team discussed various technology-based resources, such as educational apps and online tools, that can support personalized learning and student engagement.
4. **Developing Action Plans**
	* The team engaged in a collaborative problem-solving session to address specific student challenges. Using data from STAR Reading, the team identified key areas for improvement and developed action plans that incorporated technology for differentiated instruction.
	* Example action plans included using interactive reading apps for Grade 3 students struggling with comprehension and incorporating math games for Grade 5 students to reinforce arithmetic skills.
5. **Implementation and Monitoring**
	* Timelines for implementing the action plans were set, with specific milestones for progress checks. The team agreed to use Google Classroom and other data analysis tools to monitor the effectiveness of the interventions and make necessary adjustments.
6. **Q&A and Next Steps**
	* The meeting concluded with a Q&A session where team members raised questions and discussed concerns. The team lead summarized the next steps, including the follow-up meeting scheduled for June 21, 2024, to review the implementation progress and effectiveness of the intervention plans.