

Steps	Comments/Questions
<p>Guiding questions (4–5 minutes)</p> <p>What are the key points to consider today?</p>	
<p>Data analysis (8–10 minutes)</p> <p>What do the data say or suggest?</p>	
<p>Group interpretation (10–15 minutes)</p> <p>What do the data mean for instruction, grouping, additional assessments?</p>	
<p>Next steps (5–8 minutes)</p> <p>Who will do what and when? How?</p> <p>How can the coach/literacy leader be helpful?</p>	
<p>Follow-up for next meeting (2–4 minutes)</p> <p>Expectations for following meeting?</p>	

Figure 8.4: Protocol for a thirty-minute data meeting.

Source: Adapted from the Pennsylvania Comprehensive Literacy Plan (Pennsylvania Department of Education, pp. 147–149).

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