



*The Bay Academy for the Arts & Sciences*

*Intermediate School 98*

*1401 Emmons Avenue, Brooklyn, New York 11235*

***Maria Timo, Principal***

*Mark Goldberg, Assistant Principal*

*Janice Dalton, Assistant Principal*

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## **Team Agenda**

Each Teacher Team is responsible for completing this agenda for each topic the team collaboratively works on.

Date of Meeting: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Members not present: \_\_\_\_\_

Topic to be discussed: Effective Teacher Teams focus on one topic per meeting

Topic \_\_\_\_\_  
How does this topic connect to our school's mission and vision?

Where do we currently stand?

What do we need to do to move forward?

Who is responsible for leading this effort?

When will this work be finished?

**Reasons for Celebration:** Remaining motivated by collective work means that we must find reasons to celebrate the actions taken together as a team. For each topic focused on during teacher teams we will find one reason to celebrate our work.

How did this action help us to meet our school's mission and vision?

What evidence do we have to prove that our work made a difference?

How can we share the results of our work beyond our team?

Who observes extra recognition for their efforts on this topic?