Date: 9/22/2020

School/Department: Sebastian Elementary

Action Step (number and description): Meeting with Brian McMahon to discuss with Leadership Team how to Use Power BI

Evidence of Progress Monitoring (Please include narrative/description of the action taken. Where applicable, please include all measurable data.) Dr. McMahon reviewed PowerBi and Answered all questions that the leadership team had regarding how to sue the components of Power BI.

Results of Action Taken: Leadership Team will use Power BI on Fridays at Leadership meetings to discuss discipline, attendance, Assessments etc.

Reflection: Training was a success. We were able to get some questions answered.

Agenda and Action Items: Data Chats for Improved Student Learning: Sept 15 Meeting Agenda , Notes and Action Items				
Outcomes	By the end of this meeting, we will have: • **Review I ready Diagnostic Data using Power BI and Unify**			
	What	**How (Process)**	**Who**	**Time**
Start up	**Review Desired Outcomes & Agenda** • Review Working Norms • Review Roles /Goals	• Present • Clarify	Hart	**5 mins.**
Collaborative Process	• Leadership Team needs questions answered regarding Power BI before using it with teachers in next week's data Chats. • Team should meet with Dr. McMahon before showing results to teachers in Data Chats.	• Brainstorm • Clarify • Barriers • Prioritize (N/3)	Hart and Kohlstedt	**20 mins.**
	Meeting Evaluation : Results Process/ Relationships	Review Next Steps	Hart	**5 mins.**

Meeting Roles:

- Facilitator: Hart
- Time- Keeper: Kohlstedt
- Scribe (chart paper): Hoyt
- Scribe (computer): Dunderdale
- Process Observer: Klein

Action Items

Action Item	Person Responsible	Completion Date	Status
Set up Power BI Q and A session with Dr. McMahon and Leadership Team	**Hart**	**9/22**	**Complete**
Review I ready Data using Power Bi and Unify with Teachers	**Hart**	**Week of Sept 21-25**	