**Reflection on the Goal-Setting Process**

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|  |  | **Description** | **Reflection** How did this step in the process go? What artifacts were created? |
| **Plan** | Step 1Organize for Collaborative Work | Team leader set up conditions to ensure that all members can work collaboratively to achieve the team’s goal.  |  |
| Step 2Gather Data around an Area of Concern | Team works collaboratively to identify an Area of Concern and gather a broad range of data that will help to explore the problems behind that Area of Concern. |  |
| **Prepare** | Step 3Examine Data and Develop Goal | Team looks at a broad range of data together in order to develop a goal to address an Area of Concern.  |  |
| Step 4Develop an Action Plan | Team develops an action plan around the goal that identifies the team members responsible and defines clear deadlines for each step. |  |
| **Act** | Step 5Execute the Action Plan and Collect Data | While team members implement the action plan, they collect data to assess their progress toward the team goal at a later date.  |  |
| **Adjust** | Step 6Assess Progress andMake Adjustments | Team takes the time to periodically assess the progress toward completing goals using collected data. Teams analyze collected data and make necessary adjustments to classroom or teaming practices.  |  |