# Taking *Introduction to Data Wise* with colleagues

Because Data Wise was designed to support groups of individuals working in schools, we encourage you to take this course with colleagues so that you can have rich conversations grounded in your specific school context. To support this collaboration, we have designed the meeting agenda below.

The agenda includes 4 activities for each step:

* Watch the Data Wise videos
* Reflect on the extent to which this step of Data Wise is happening in your setting
* Engage in the skill building activity
* Consider next steps for your team.

Your team could take this course collaboratively with eight, 90-minute meetings, perhaps spaced out once every week or every other week. The agenda below focuses on Step 1, but you can easily adapt it for Steps 2-8. We have designed the agenda such that all links and many of the questions are pulled straight from the Data Wise course. You can replace them with links and questions that relate to the other steps as you move through the course.

We hope you find this helpful, and invite you to share on the discussion board how your meetings go.

**Data Wise Step 1**

Meeting Agenda

### **Day, Month XX, 20XX, X:00-X:00 AM/PM**

Location:

Topic:

Attendees:

Facilitator:

Time keeper:

Note taker:

Meeting Objectives:

* Understand the key tasks of Step 1
* Reflect on the extent to which Step 1 of is happening in your setting
* Engage in the skill building activity for Step 1
* Consider next steps for our team

Materials that will be used at the meeting:

* Step 1 artifacts
* Each participant brings a device that they have logged onto the course platform
* (optional) Equipment to project the videos for all to see

Schedule [90 min]

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| --- | --- | --- |
| **Starting Time** | **Duration**  **(min.)** | **Activity** |
|  | 20 | **Watch** [**Step 1 Videos**](https://courses.edx.org/courses/course-v1:HarvardX+GSE3x+2T2016/courseware/39d9cc3effc0427f99e6770e6cf68f22/d648205844594c858984f8144ce165eb/)  Watch the Step 1 overview video and case study video |
|  | 5 | **Reflect on the extent to which Step 1 is happening in our setting**  Participants individually fill out the [Stoplight Protocol](https://courses.edx.org/courses/course-v1:HarvardX+GSE3x+2T2016/courseware/39d9cc3effc0427f99e6770e6cf68f22/71624f8b9ccd40ac866d4f658521f03d/) on the course platform |
|  | 15 | **Discuss insights from** [**Stoplight Dashboard**](https://courses.edx.org/courses/course-v1:HarvardX+GSE3x+2T2016/courseware/39d9cc3effc0427f99e6770e6cf68f22/f987aa95a0394dc182399832368ca382/)   1. What insights do we have from reflecting on the extent to which Step 1 is happening in our setting? 2. What differences do we notice between our stoplight dashboards? Are differences due to us drawing on different experiences, or to us evaluating the same experiences in different ways? |
|  | 30 | **Engage in** [**skill building activity**](https://courses.edx.org/courses/course-v1:HarvardX+GSE3x+2T2016/courseware/39d9cc3effc0427f99e6770e6cf68f22/decc0a2b99174290a56414160f4cb737/)  (4 min.) Examine evidence   * Independently write down noticings and wonderings based on the [Step 1 artifact](https://courses.edx.org/asset-v1:HarvardX+GSE3x+2T2016+type@asset+block/Step_1_-_Meeting_Wise_Agenda_Template.pdf)   (10 min.) Share out noticings and wonderings   * What did we notice? * What do we wonder?   (6 min ) Watch the Data Wise team discuss *their* noticings and wonderings of the same artifact  (10 min) Reflect on the video and our own discussions   * How did our noticing and wonderings compare with those of the Data Wise team? * How did the way our group interact compare to the Data Wise team? * Review Kathy’s reflections. Do they raise any new thoughts or ideas? * In our setting, have we had conversations about artifacts similar to this one? Is there anything we’d like to change about those conversations in the future? |
|  | 10 | **Reflect on Step 1**  What are some concrete steps we can take as a team to embrace Step 1 in our setting? |
|  | 5 | **Discuss what worked well about this meeting and what we would have liked to change**  Plus: What went well about today’s meeting?  Delta: What would you like to change for future meetings? |