

SAM Daily Meeting: Seven Elements



1. Celebrate your wins.
2. Ask about each event from the prior day:

- 🕒 **Did you do it?**
- 🕒 **How much was instruction?**
- 🕒 **What follow-up would you like?**

3. Did you do any other instructional work that we did not discuss?
 - 🕒 If so, what follow-up would you like?
4. Ask one question from the dashboard. For example: ***“This graph shows the time you’ve spent with Science teacher Fran Stevens. Do you see improvement in her practice?”***
5. Share any management issues First Responders have expressed.
6. Discuss events for the next day. Ask: ***“What else can I do for you?”***
7. Celebrate: ***“We will be in the green and above the line tomorrow!”***

After the meeting:

1. Contact teachers and others the leader wished to schedule time with using the TimeTrack email request feature.
2. Schedule so the leader is ***in the green*** for the next day.
3. Consider printing copies of the schedule for the next day for the leader and others.