

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?

3.5. Check any other calendar that you no longer use as your primary. See if any 3rd party has added any events to it.

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.

