

PRIME Grade Level Meeting Documentation Sheet

SCHOOL \_\_\_\_\_

DATE \_\_\_\_\_ GRADE(S) \_\_\_\_\_

TIME MEETING STARTED \_\_\_\_\_ TOTAL MEETING TIME \_\_\_\_\_

TEACHERS PRESENT:

FOCUS OF MEETING:

MEETING ACCOMPLISHMENTS/AGREEMENTS:

NEXT STEPS:

NEXT MEETING DATE AND TIME:

Lessons to emphasize	Notes
Lessons to omit	Reason for omitting
Supplemental activities for this Unit	

*Everyday Mathematics Lesson Planner*

<b>Lesson _____</b>	Activities to emphasize/Adjustments or revisions/ Scaffolding /Sections to eliminate/ Additions/ Differentiation/PRIME activity to integrate
<b>Mental Math</b>	
<b>Math Message</b>	
<b>Part 1</b>	
<b>Part 2</b>	
<b>Study Link</b>	
<b>Part 3</b>	
<b>Supplemental activity</b>	