Step 1: What parts of this data catch your attention? Just the facts. 
(8 minutes: 2 minutes silently writing individual observations, 6 minutes discussing as a group)

Step 2: What does the data tell us? What does the data NOT tell us? (10 minutes: 3 minutes silently making notes, 7 minutes discussing as a group) Make inferences about the data. Encourages team members to support their statements of evidence.

Step 3: What good news is there to celebrate? (5 minutes to identify strengths) The facilitator asks the group to look for indications of success in the data.

Step 4: What are the problems/challenges of practice suggested by the data?