

DATE	Team Members Present	Agenda Items	Next Steps	By Whom? By When?
SAMPLE				
1/15/20	List names:Kaesa, Steve, Heidi, Eric	Assign Roles:note-takerr, timekeeper, facilitator, data finder	decide if roles stay the same each mtg.	note taker-EL time keeper-HP, facilitator,-KE data finder-SM
	Quick Check-in	5 words of how it's going for you- professionally/personally?	Check-in with teammates indicating concern	
	Check timeline for key tasks			
	Select data for review	Attendance, Academics, Assessments/grades, Behaviorsocial emotional		
	Agree who will document Tier 2 planned intervention into Student Information system & in team document			
	Agree on who will e-mail & communicate to the teacher & family	documentation	Follow up in 6 weeks if/as needed	HP- enter in SIS during mtg. K-call families by end of the following day SM- to e-mail teacher during mtg.
	Check & Set the schedule of upcoming SST's, 504's			HP -sends a calendar invite to all participants EL- send an invite to

				family & calls or leaves voicemail
	Review new requests for assistance for students of concerns/	set time limit, review info in SIS, document in SIS new info and upcoming interventions to try & follow-up date. time depends on # of students & amount of time in mtg.)	Each mtg	
	Reflection	How did we do on our roles and time?	What improvements can we make?	

**Generally these notes are taken in a google spreadsheet, shared with the whole team.

On each tab the team keeps a list of: SST's and dates, 504 meetings, List of students of concerns- for whom team received, with columns of interventions, and column to mark if parents have been contacted, if interventions are communicated to teachers, and entered into the student information system.

Other tabs can be used for data downloaded from SIS. The goal is all in one document, to keep the team organized & streamlined. All agendas can be on one sheet, for quick searching of details using control F.