Initial Meeting Note-Taking Template

(DATE)

| **Meeting Attendees** | |
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| **Facilitator** |  |
| **Teacher** |  |
| **Timekeeper** |  |
| **Scribe** |  |
| **Note-Taker** |  |
| **Other Attendees:** | |

| 1. **Introduction and purpose** | |
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| **Teacher:** | **Student:** |
| **Purpose of meeting:** | |
| 1. **Describe student and share data** | |
| **Description of student (strengths and area[s] of concern):** | |

| **Current intervention and supports:** |
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| **Review of student data:** |
| 1. **Ask clarifying questions to create hypothesis** |
| **Summary of questions and responses:** |
| **Hypothesized factors that are contributing to insufficient progress:** |

| 1. **Review evidence-based strategies for intensification** |
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| **Summary of evidence-based strategies and/or adaptations to address student need:** |
| 1. **Prioritize and plan** |
| **Prioritize:**  1 = Will try right away  2 = Will consider trying in the future  3 = Have already attempted  4 = Need to research further   | **Rating** | **Strategy or Adaptation** | **Person Responsible** | **Timeline** | | --- | --- | --- | --- | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |

| **Description of Student Plan:**  Person(s) responsible for delivering intervention, including any adaptations:  Materials of curriculum used:  Group size:  Sessions per week:  Minutes per session:  Additional resources or support needed:  How will progress be monitored?   * Person responsible for collecting progress-monitoring data: * Frequency of data collection: * Progress-monitoring measure or tool:   How will we know if the intervention is working (is there a clearly defined goal)?  Goal: |
| --- |
| 1. **Wrap-up and next steps** |
| The team will meet in \_\_\_\_\_ weeks on (DATE) at (TIME).  Where will the plan be documented?  How will the plan be distributed to teachers?  Plan for teacher check-in with parent: |