Initial Meeting Agenda

(30 minutes)

**Note:** *This is a sample protocol. Teams should modify the agenda as needed to fit their schedule, team structure, and so on.*

| **Roles** | **Recommended Team Members** |
| --- | --- |
| * **Facilitator:** Explains the purpose of the meeting and keeps the participants on task. * **Referring Teacher:** Completes premeeting process, describes the student, and shares student data during the meeting. * **Scribe:** Takes informal notes and tracks brainstorming ideas in a visible space. * **Timekeeper:** Times each section of the meeting and helps the team adhere to the allotted time. * **Note-Taker:** Takes formal notes for documentation using a template. | * Referring teacher * Intervention provider * Content specialist * Administrator * Coach * School psychologist * Social worker * Special educator * General educator/classroom teacher * Parent (as available and appropriate) |

| **Step** | **Who** | **Time** |
| --- | --- | --- |
| *Complete the Premeeting Form and bring graphed progress- monitoring data, sample progress-monitoring probes, relevant work samples, and other available diagnostic data.* | *Referring teacher* | *Before meeting* |
| 1. **Introduction and purpose** | Facilitator | 2 min. |
| 1. **Describe the student and share data** | Referring teacher | 5 min. |
| 1. **Ask clarifying questions to create hypothesis** | Team | 5 min. |
| 1. **Review evidence-based strategies for intensification** | Team | 8–10 min. |
| 1. **Prioritize and plan** | Team | 5–7 min. |
| 1. **Wrap-up and next steps** | Facilitator | 3 min. |