

Collaborative Team Meeting

Agenda and Notes

Date	
Team	
Focus	
Key Data Measure(s)	
Roles	Facilitator:
	Recorder:
	Back-up Recorder:
	Timekeeper:
	Norm Analyst:

10 minutes - Norm Review/Celebrations

Norms	- Honour time	
	- Do not talk about the student, rather the key issue	
	- Everyone will be an active participant	
	- Keep conversations on topic	
	- Be a solution-based meeting	
Focus		
Student(s)	Celebration	Why? (What lead to that success)

30 minutes - Focus on Key Issues and Universal/Classroom Supports (Tier 2 Supports)

Student(s)			
Key Issue			
Additional Students			
What are some potential causes for the key issue? (6 mins) kid out of convo			
What are some strategies to address some of the potential causes? (15 mins)			
Action plan and timeline (9 mins)			
	Timeline	Action	Responsible
Commitments			
Impacted Student(s): Teacher: Commitment:	Impacted Student(s): Teacher: Commitment:	Impacted Student(s): Teacher: Commitment:	

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