

Student Initials; _____

Student Support Team Review Meeting Notes

Meetings	Date	Start & End Time	Location	Coordinator	Minute Taker	Data Analyst
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Today's Meeting

Next Meeting

Team Members (Place "X" to left of name if present at meeting. Place "F" if the member provided feedback prior to the meeting)									
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Today's Agenda	Time Limit	Discussion Notes:	Agenda Items for Next Meeting
1. Review Agenda & BIP/BSP goals	(4 min)		1.
2. Data Analyst Report of plan fidelity	(4 min)		2.
3. Data Analyst Report of outcomes	(4 min)		3.
4. Problem Solv. & Act. Planning	(12 min)		4.
5. Identify current Implementation Status	(2 min)		5.
6. Organization & Housekeeping	(4 min)		6.

Identified Problems & Supporting Data <i>Based on Student Support Team decision rules Who, What, When, Where, How often, Why?</i>	Response Actions & Next Steps	Who?	By When?	Goal & Timeline	Fidelity of Implementation	Outcomes/ Updates
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- a.
- b.
- c.
- d.

Housekeeping Tasks	Who?	By When?	Goal & Timeline
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- a.
- b.
- c.
- d.

Evaluation of Team Meeting (Mark your ratings with an "X")	Our Rating		
	Yes	So-So	No
1. Was today's meeting a good use of our time?			
2. In general, did we do a good job of <u>tracking</u> whether we are completing the tasks we agreed upon at previous meetings?			
3. In general, have we done a good job of actually <u>completing</u> the tasks we agreed upon at previous meetings?			
4. In general, are the completed tasks having the <u>desired effects</u> on student behavior?			

**If some of our ratings are "So-So" or "No," what can we do to improve things?*