



Planning for a Success Team Meeting

Success Team Meeting Agenda Template

A tool that can serve as a thoughtful road map for accomplishing the goals of the team meeting.



Success Team Meeting Agenda Template

Date:		Time:		School:		Grade:	
Previous Meeting:				Next Meeting:			
FACILITATOR:	RECORDER:	PARKING LOT:		PROCESS OBSERVER:		TIME KEEPER:	
PREVIOUS ACTION ITEMS		PERSON(S) RESPONSIBLE		DEADLINE		UPDATE/NOTES	
TOPIC		TIME		DISCUSSION			
Revisit previous action items (see above)		5 min					
Data Analysis Protocol: _____		20 min					
Intervention development, monitoring, or tracking of student progress		10 min					
Student-centered speak		10 min					
CURRENT ACTION ITEMS		PERSON(S) RESPONSIBLE		DEADLINE		UPDATE/NOTES	