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. |