**Handout 4: Sample Progress-Monitoring Meeting Agenda**

(15–30 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.
* **Intervention Provider:** Discusses implementation and student progress in the intervention.
* **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 staff member
* Intervention provider
* Content specialist
* Coach
* Administrator
* Classroom teacher
* School psychologist
* Social worker
* Special educator
* Parent (as available and appropriate)
 |

| **Step** | **Who** | **Time** |
| --- | --- | --- |
| *Compile and bring graphed progress-monitoring data, sample progress-monitoring probes, relevant work samples, and diagnostic data (if needed).* | *Intervention provider* | *Before meeting* |
| 1. **Summarize the student plan and discuss implementation of the plan**
 | Facilitator | 2 min. |
| 1. **Review progress-monitoring data and additional data**
 | Intervention provider | 3–7 min. |
| 1. **Group questioning and hypothesis**
 | Team | 3–5 min. |
| 1. **Problem-solve, prioritize, and plan**
 | Team | 5–10 min. |
| 1. **Wrap-up and next steps**
 | Facilitator | 2 min. |