



## Sample Team Meeting Agenda

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Team Members: Jacqui, Lou Ann, Jane, Joey, Sasha

### Agenda Items

Complete	Topic	Facilitator	Time allotted
	Planning Science Unit Chemical Reactions	Ms. Jacqui	10 minutes
	Curriculum Adaptations/Literacy Supports	Ms. Lou Ann	5 minutes
	Communication Support Needs	Ms. Jane	5 minutes
	Vision Support Needs	Mr. Joey	5 minutes
	Adapting Lesson Materials	Ms. Sasha	5 minutes

### Follow-up Items

1. Create vocabulary list for science
  - Who? Ms. Jacqui
2. Develop fringe vocabulary symbols for science
  - Who? Ms. Jane
3. Adapt the lesson for vision
  - Who? Mr. Joey
4. Scan lesson worksheet into device app
  - Who? Ms. Sasha

### Evaluating Our Work Together

1. Did we start/end on time?

Not yet

Not great

Getting there

Awesome

2. Did we complete assignments for agenda topics?

Not yet

Not great

Getting there

Awesome

3. Did we assign action items?

Not yet

Not great

Getting there

Awesome

4. Did we follow through with assignments?

Not yet

Not great

Getting there

Awesome

5. Did we implement strategies?

Not yet

Not great

Getting there

Awesome

6. Did we evaluate our work together?

Not yet

Not great

Getting there

Awesome

**Individual Contributions (self-reflection only)**

Did I complete my assignment?

Did I implement agreed-upon practices?

Did I use data to inform decisions?

What could I do to improve our collaborative practice?