**Core Team Meeting Agenda Template**

**Date:**Click or tap here to enter text.

**Time:**Click or tap here to enter text.

**Location:**Click or tap here to enter text.

# **Attendees**

|  |  |
| --- | --- |
| **Name** | **Role** |
| Click or tap here to enter text. | Click or tap here to enter text. |
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# **Agenda Topics**

## Student Accomplishments/Positive News

Click or tap here to enter text.

## Review of previous action items

Click or tap here to enter text.

## Agenda items submitted

Click or tap here to enter text.

## Set new action items

1. Staff responsibilities Click or tap here to enter text.
2. Student responsibilitiesClick or tap here to enter text.
3. Parent responsibilitiesClick or tap here to enter text.

# **Action Items**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action Item** | **Person Responsible** | **Deadline** | **Notes** | **Review Date** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap to enter a date. |
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#  **IV. Next Meeting:** Click or tap to enter a date. **V. Notes emailed to team on:** Click or tap to enter a date.

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