

Core Team Meeting Agenda Template

Date:

Time:

Location:

I. Attendees

Name	Role

II. Agenda Topics

- a. Student Accomplishments/Positive News

- b. Review of previous action items

- c. Agenda items submitted

- d. Set new action items
 1. Staff responsibilities
 2. Student responsibilities
 3. Parent responsibilities

III. Action Items

Action Item	Person Responsible	Deadline	Notes	Review Date

IV. Next Meeting:

V. Notes emailed to team on: