

# Meeting Coordination

## Instructions for Coordinator:

After receiving a Request for Assistance: Coordinator fills out information below and distributes this form along with the Request for Assistance forms to each team member before the meeting.

Student Date/Time	Team members involved	Coach	Roles assigned for meeting
<p>_____</p> <p style="text-align: center;"><i>(child name)</i></p> <p>To be staffed by SAT on:</p> <p><b>Date:</b> _____</p> <p><b>Time:</b> _____</p>	<p>_____ G. Ed Teacher</p> <p>_____ Principal</p> <p>_____ S. Ed Teacher</p> <p>_____ School Psych</p> <p>_____ SLP</p> <p>_____ OT/PT</p> <p>_____ T. Consultant</p> <p>_____ Literacy Consultant</p> <p>_____ School Success</p> <p>_____ Title I - Math</p> <p>_____ Title I - Reading</p> <p>_____ Other: _____</p>	<p><b>Assigned Coach will be:</b></p> <div style="border: 1px solid black; height: 40px; width: 100%; margin: 5px 0;"></div> <p>Responsibilities:</p> <p>1. Teacher Support regarding:</p> <ul style="list-style-type: none"> <li>a. Intervention Plan</li> <li>b. Data collection</li> <li>c. Progress with data collection</li> <li>d. Questions</li> <li>e. Additional resources</li> </ul>	<p><b>Facilitator:</b></p> <p>_____</p> <p><b>Time Keeper:</b></p> <p>_____</p> <p><b>Recorder:</b></p> <p>_____</p> <p style="text-align: center;"><i>For responsibilities, please refer to the table below.</i></p>

### INITIAL MEETING FORMAT

STEPS	MINUTES
1. Review history/define problem	2 minutes
2. Define Top 1-2 Concerns	2 minutes
3. Redefine Problem into measurable goal	2 minutes
4. Brainstorm interventions / strategies	3 minutes
5. Select strategies to implement	2 minutes
6. Write intervention plan	3 minutes
7. Plan follow-up meeting	1 minute
<b>Total: 15 Minutes</b>	

Role	Responsibilities
<b>Facilitator</b>	<b>Runs the meeting using the Initial Meeting Format &amp; keeps participants on-task.</b>
<b>Recorder</b>	<b>Takes notes on meeting procedure using the Initial Meeting Format to create a detailed, written intervention plan. Types up the plan and distributes to all meeting participants.</b>
<b>Time-Keeper</b>	<b>Tracks time during the meeting to ensure that the team members are following the time guidelines of the meeting.</b>