

Team Meeting Agenda: Instructions and Outline

The team meeting agenda includes the following discussion items:

- a) Pre-IFSP activities
 - Service coordinator shares information from initial interview (activity settings; interests; current participation; available eligibility information)
 - Pre-assessment planning occurs after eligibility has been determined and is used to identify assessment strategies (who should participate; locations; activity settings)
- b) Primary coaching opportunities by team member
Primary coach brings questions/issues to team meeting on which to receive coaching from colleagues
- c) Quarterly updates listed by primary coach
Primary coach is asked to update team regarding status of those families for which he/she serves as primary coach and has not received coaching over the last three months. This part of the agenda serves as an accountability mechanism to ensure all families receive comprehensive supports from the entire team.
- d) Announcements
- e) Scheduling
All scheduling (joint visits; evaluations; assessments; individual coaching sessions) occurs at the end of the team meeting. All team members remain

in the room during this time in order to be accessible to others for scheduling.

Team Meeting Agenda

Date: _____ Team Name: _____

Beginning Time: _____ Ending Time: _____

Team Members Present:

1. Pre-IFSP activities

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2. Primary Coaching Opportunities

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3. Quarterly Updates

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4. Announcements

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5. Scheduling

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