

## Team Meeting Agenda: SAMPLE

Date: 10/27/04 Team Name: TVLand

Beginning Time: 9:00 am Ending Time: 10:30 am

Team Members Present:

Richard Cunningham, SLP; Potsie Weber, OT; Laverne DeFazio, ECSE; Ralph Malph Service Coordinator; Shirley Feeney, PT; Chaci Arcola, Nutritionist (absent)

### 1. Pre-IFSP activities

- New referral – Cindy Brady
- Assessment planning – Addams family
- Eligibility status – Danny Partridge
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### 2. Primary Coaching Opportunities

- Shirley Feeney, PT
  - Ideas for child care resources in TVLand
  - Need coaching on mealtime with BamBam Rubble
- Potsie Weber, OT
  - Needs coaching on additional ideas for helping Samantha and Darren Stevens encouraging Tabatha to make requests (especially during mealtime)

### 3. Quarterly Updates

- Potsie Weber, OT
  - Simpson Family
  - Walton Family
- Laverne DeFazio, ECSE
  - Cleaver Family

4. Announcements

- Granny's Giggles and Grins Child Care has a new Director – Ethel Moses
- New article on child learning is in everyone's mailbox
- Who will share staffing information with Chachi?

5. Scheduling

- Richard Cunningham, SLP - Needs assistance making highchair insert
- Ralph Malph, SC – Needs to schedule IFSP meeting for Ricardo family