

Team Meeting Minutes: Instructions and Outline

Minutes of every team meeting must be recorded and should include:

- a) Date of meeting
- b) Beginning and ending time of meeting
- c) Team members present
- d) Amount of time each primary coach receives coaching from other team members recorded listed by child name
- e) Topic and joint plan from coaching discussion for each primary coach listed by child name
- f) Copies of the minutes pertaining to each child/family should be placed in the individual child's permanent record. In order to maintain confidentiality, options include copying only the portion of the agenda that is applicable to the individual child or using separate sheets of paper for each child/family.

Team Meeting Minutes

Date: _____ Team Name: _____

Beginning Time: _____ Ending Time: _____

Team Members Present:

Primary Coach: _____

Child Name: _____

Beginning Time: _____ Ending Time: _____

Topic: _____

Primary Coach: _____

Child Name: _____

Beginning Time: _____ Ending Time: _____

Topic: _____

Primary Coach: _____

Child Name: _____

Beginning Time: _____ Ending Time: _____

Topic: _____
