

## Team Meeting Minutes: SAMPLE

Date: 10/27/04 Team Name: TVLand

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

Team Members Present: Richard Cunningham, SLP; Potsie Weber, OT; Laverne DeFazio, ECSE; Ralph Malph, Service Coordinator; Shirley Feeney, PT;

Primary Coach: Shirley Feeney, PT

Child Name: BamBam Rubble

Beginning Time: 9:15 Ending Time: 9:25

Topic: Shirley asked for help regarding BamBam's behavior during mealtime. He has been hitting his sister and she wants to make sure she's not missing any information that will help BamBam participate in mealtime with his family and not get sent to the naughty corner every meal. Shirley explained all of the ideas she and Mrs. Rubble have tried, what they are planning on trying next, and then discussed additional ideas she had based on an article she'd read recently. Laverne offered up a few other resources for Shirley to read. Shirley will report back next week regarding her plan.

Primary Coach: Shirley Feeney, PT

Child Name: \_\_\_\_\_

Beginning Time: 9:25 Ending Time: 9:45

Topic: Shirley asked for help identifying resources in TVLand for families who do not speak English. Ralph used coaching strategies to assist Shirley in identifying some additional resources in the area. Other team members added new information. Ralph will update the TVLand Community Map and Shirley is going to check out some of the resources mentioned by the team.

Primary Coach: Potsie Weber

Child Name: Tabatha Stevens

Beginning Time: 9:45 Ending Time: 10:00

Topic: Potsie asked the team for support to assist Samantha and Darren Stevens in helping their daughter make requests especially during mealtimes. Potsie said he and Darren had come up with lots of ideas but none of them worked. Richie coached Potsie on several other options. Potsie's plan is to share the information with the Stevens' tomorrow.

Primary Coach: Potsie

Child Name: Bart Simpson

Beginning Time: 10:00 Ending Time: 10:05

Topic: The Simpsons have decided on a local preschool for Bart when he turns three next month. Everyone is happy and final transition planning meeting is scheduled for next week.

Primary Coach: Potsie

Child Name: John Boy Walton

Beginning Time: 10:05 Ending Time: 10:15

Topic: Potsie informed the rest of the team that Mr. and Mrs. Walton have a new baby named Mary Ellen. Mr. Walton's parents have moved in with them. Mrs. Walton wants to involve John Boy's grandparents in his care and wants ideas on how to do this. Mrs. Walton is very focused on this and the grandparents (especially Grandpa) are very involved during the coaching visits.

Primary Coach: Laverne

Child Name: Theodore Cleaver

Beginning Time: 10:15 Ending Time: 10:20

Topic: The Cleavers recently added an outcome to Theodore's IFSP. Ward is really focused on Theodore's recent interest in keeping up with Wally while he's riding his bike with his friend Eddie. Ward and June purchased a tricycle and Laverne is coaching them on safe ways for Theodore to be independent with his new trike.