

Collaborative Team Meeting Notes

Child: _____ Date: _____

People in attendance:

Absent team members:

Roles:	This Meeting	Next Meeting
•Facilitator:	_____	_____
•Recorder :	_____	_____
•Time Keeper :	_____	_____
•Reporter :	_____	_____
•Encourager :	_____	_____
•Jargon-buster :	_____	_____

Proposed Agenda Items:	Time Limit
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	
6. _____	
7. _____	
8. _____	
9. _____	
10. _____	

Proposed Actions:	Person(s) Responsible	Completion Date
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		

Proposed Agenda Items for Next Meeting:

1. _____
2. _____
3. _____
4. _____
5. _____

Date of Next Meeting: _____ Time: _____
Location: _____