

Academic School Intervention Team Meeting Evaluation

High functioning teams regularly monitor the quality of their meetings. Without regular monitoring, it is impossible to keep moving in a productive direction. Ask each team member to fill out one of these team meeting evaluation strips at the end of each meeting or do this as a group. Remember, the goal is to continue to make our meetings more productive, effective, and efficient.

Meeting Evaluation and Planning				
			What did we do particularly well during today's meeting:	What part of the meeting was the most challenging today?
We stuck to our agenda.	YES	NO	Caseload before meeting	attendance
Everyone participated.	YES	NO		SDD is the key; attendance is an issue; reset Lexia with many attempts;
We completed important tasks	YES	NO		More dialogue from teacher;
We set a plan for our next meeting.	YES	NO		Agree on eligibility before afternoon session
This meeting was productive.	YES	NO		

Changes/Improvements Steps to Take for Next Meeting:

Area(s) to improve/Change	Action Steps:	Evaluation: Was It An Improvement
Smaller area next time		