

## RtI “High Performing Team” Meeting Agenda & Notes

Date:	
Facilitator:	
Timekeeper:	
Recorder:	
Other Role:	

Estimated Time	Topic/Agenda Item	Outcome
2 min.	Check-in and Review Goals	(List members present. Review goals and notes from previous meeting, and indicate any changes to the agenda below.)
12 min. (suggested)	Discuss Tier I/Core Assessments/ Strategies to Support Goal	(Review grade level assessment scores, strategically plan core instruction and core intervention strategies, discuss how your plan is working and any changes you need to make, etc.)
12 min. (suggested)	Discussion of Individual Students/ Groups	[List students discussed and a brief summary of what was decided (i.e. student progress, maintain intervention, change intervention, problem-solving results, etc.)]
4 min.	Discussion of Tasks for Next Meeting (which students to discuss, what to try, what to complete...)	(List items or students to discuss at next meeting and any tasks or “assignments” due at that time.)

When your meeting is finished, please make a copy of these notes and give them to your teammates and building principal. Thank you!