**Date**: ­­­­\_\_\_\_\_\_\_\_\_\_**Time**: \_\_\_\_\_\_ **to** \_\_\_\_\_\_\_

**Team Members:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Agenda Item** | **Time** | **Notes** |
| 1. **Things that have gone well**
 | \_\_:\_\_\_ **–** \_\_:\_\_\_ |  |
| 1. **Follow-up items from previous meeting(s)**
 | \_\_:\_\_\_ **–** \_\_:\_\_\_ |  |
| 1. **Data Review**

Examples-* SWIS Reports/Drill Down
* TFI
* SAS
* Walkthrough
 | \_\_:\_\_\_ **–** \_\_:\_\_\_ | **Problem ID**: *Based upon the data, what is the problem/opportunity? Do you need to collect additional data to verify?* |
| \_\_:\_\_\_ **–** \_\_:\_\_\_ | **Problem Analysis:** *Brainstorm possible reasons why the problem is occurring? Consider fidelity of TFI.*  |
| \_\_:\_\_\_ **–** \_\_:\_\_\_ | **Plan Development and Implementation:** *(Summary only;* ***Document these steps on your Action Plan****)* |
| \_\_:\_\_\_ **–** \_\_:\_\_\_ | **Plan Evaluation and Follow-Up** *(Summary only;* ***Document these steps on your Action Plan****)* |

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| 1. **Communications with staff, students and families/community as appropriate** (***Update your Action Plan with these items***)
 |
| **What will be shared?** | **How will it be shared?** | **When will it be shared?** | **Who is responsible?** |
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