

Team Meeting Log

Date: _____ Time: _____ Teacher: _____

Team Members Present: _____

| Date | Rating | Academic Progress/Concern? Behavior Concern? Discussion Points | Action to be Taken/Comments | Individual Responsible | Date to be Completed | Outcome | Initials |
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Rating Code: 1-3 1= Serious Concern/Urgent 2= Adequate Progress/Minor Issues 3=Improved Progress/Few or No Issues