

**Holden Middle School  
Team Meeting Documentation Record**



Grade/Team

Date

Celebrations

Upcoming events - Student of the Week, schedule changes, field trips, etc. (5 min.)

Intermittent Items:

- |   |  |
|---|--|
| <input type="checkbox"/> Student Behavior Interventions (10 min. max) | <input type="checkbox"/> Parent Conferences          |
| <input type="checkbox"/> Team Projects                                | <input type="checkbox"/> Counselor/Principal Updates |
| <input type="checkbox"/> Legal Update (monthly)                       | <input type="checkbox"/> Interdisciplinary Planning  |
| <input type="checkbox"/> Instructional Strategies                     | <input type="checkbox"/> Advisory                    |
| <input type="checkbox"/> Miscellaneous Activities                     | <input type="checkbox"/> Tuning Protocol             |
| <input type="checkbox"/> IEP - teacher attending <input type="text"/> |  |

Daily Items:

- |                                     |                                       |
|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> SOAR / Rtl | <input type="checkbox"/> Analyze Data |
|-------------------------------------|---------------------------------------|

Old Business - *Items from previous meetings that were not completed.*

Minutes from the meeting - *Briefly summarize issues/students discussed.*