

Support Team Meeting Notes

Meeting date:

Start/end time:

Support Location:

Meeting Facilitator:

Minutes completed by:

List all persons present (including job title):

Review and progress status from previous meeting follow-up action items:

Meeting Date:

Support Location:

Support Team Meeting Notes

Agenda topics for today's support team meeting:

List and describe staff teaching/training that has occurred since the last support team meeting in addition to an incidental teaching topics that occurred during the support team meeting today.

Meeting Date: Support Location:
Support Team Meeting Notes Form 9.4.2018

Support Team Meeting Notes

List the dates of fire drills completed this month, and the staff who completed the drills.

List staff still needing to complete a fire drill, and get staff to complete fire drill following Support Team Meeting or at another designated date:

Action items to occur from today's meeting, also describe how follow-up will occur with those who missed the meeting today (who, what, when, where, how):

Meeting Date:

Support Location:

Support Team Meeting Notes



List staff NOT present for today's meeting, when follow-up will occur, and by whom :

Completed by:

Signature

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