**School Name:**

Date:

Data Collector of Reports/Lists of Students: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facilitator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Timekeeper: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recorder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Team Members in Attendance (Suggested to have names already in place and then put an “X” by those in attendance.)

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| **Name - Role** | **Attended** |
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| **Timeframe** | **Topic** | **Notes:** |
| 10 min. | **EWS Team Meeting Overview** Students to be discussed, from the support list; new pieces of data; reminders about paperwork. |  |
| 30 min. | **Student Review**Discuss students past and proposed interventions; focus on a certain number of students in the allotted time and/or look for patterns/trends in the data with a group of students and determine next steps/interventions. |  |
| 10 min. | **Announcements/Next Steps** |  |
| 5 min. | **Share Successes** – 1 highlight for each member or randomly call on participants to share success. |  |

Next Meeting Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_