

TEAM MINUTES

Classroom/Student: _____

Date: _____

Persons Present

Absentees

Others who need to know

Agenda Items

- 1.
- 2.
- 3.
- 4.

Minutes/Notes

Action Items	Person Responsible	By When
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- 1.
- 2.
- 3.
- 4.
- 5.

Agenda for Next Meeting

Date: _____ Time: _____ Location: _____

- 1.
- 2.
- 3.
- 4.