# Collaborative Team Meeting Agenda

## Team Information

| Child Name |  |
| --- | --- |
| Birthdate |  |
| Parent(s) Names |  |
| Team Members Present |  |
| Roles | Facilitator:Notetaker:Timekeeper:Keeper of the Rudder:Jargonbuster:Wellness:Processor: |

## Agenda

| Agenda Item | Notes |
| --- | --- |
| Celebration |  |
| Parent Update (Review of Family Routines Plan) |  |
| Routines-Based Update (All team members update on interdisciplinary work on established target routines) |  |
| Routine 1: |  |
| Routine 2: |  |
| Routine 3: |  |
| Routine 4: |  |
| Routine 5: |  |

## Collaborative Action Plan

| Who?(2 or more team members work on each action step) | What will be accomplished? (this is what will be worked on as a goal or intervention approach) | What is needed to complete plan? (this might be where they say they need to schedule together, get equipment, materials, etc.) | When?(date that it would be completed) |
| --- | --- | --- | --- |
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