

FIGURE 8.2

## Team Meeting Notes: Example



**Soundtrack:**

"We Are All Accelerated Readers" by Los Campesinos!



**We are celebrating:**

Students have already read 100 books this year.



**Movie quote that captures the spirit of our work this week:**

"I want my two dollars!" - Better Off Dead

AGENDA ITEMS	TYPE OF AGENDA ITEM FYI: Information JD: Just Discussion ND: Needs Decision JWB: Just Want To Brag NTGOM/CBIE: Need To Get Off My Chest Before I Explode	TIME REQUIRED (e.g., 5 minutes, an hour)		ACTION/S REQUIRED (e.g., make materials, research topic, create adaptations, look for a volunteer)	PERSON/S RESPONSIBLE (e.g., pod 2 team, Reed & Jay)	TIMELINE (e.g., by next week)
		<input type="checkbox"/> 5 min	<input type="checkbox"/> 10 min			
intro lesson for <i>Walk Two Moons</i>	ND	<input type="checkbox"/> 5 min	<input checked="" type="checkbox"/> 10 min	<ul style="list-style-type: none"> <li>Assemble presentation for "special message" (e.g., "Don't judge a man until you've walked two moons in his moc-casins") mini-movies.</li> <li>Create rubric.</li> </ul>	Wendy	start of school day- 11/1
lit partners: pairings & selections	ND	<input type="checkbox"/> 5 min	<input checked="" type="checkbox"/> 10 min	<ul style="list-style-type: none"> <li>Share with students tomorrow.</li> </ul>	both of us	tomorrow during language arts
fieldtrip \$ (need \$2:00/ student)	FYI	<input type="checkbox"/> 5 min	<input checked="" type="checkbox"/> 10 min	<ul style="list-style-type: none"> <li>Put one more announcement on blog.</li> </ul>	Victoria	by 3:00 today
Tara's IEP progress	JWB	<input type="checkbox"/> 5 min	<input checked="" type="checkbox"/> 10 min	n/a	n/a	n/a
		<input type="checkbox"/> 5 min	<input type="checkbox"/> 10 min			

Adapted from: Ford, A. (1995). Wisconsin School Inclusion Project: A Team Planning Packet for Inclusive Education.