

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 Form 9.4.2018

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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

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

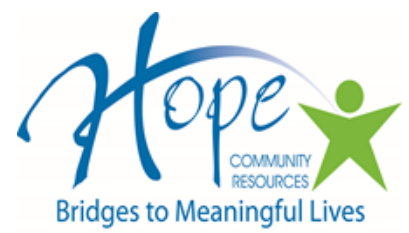
List staff still needing to complete a fire drill, and get staff to complete fire drill following Support Team Meeting or at another designated date:

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:

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

Completed by:

Signature

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Support Team Meeting Notes Form 9.4.2018