

Monthly core Meeting Minute Template  
Date:

**Mission Statement**  
*Team Goals:*

Members Present:  
Note taker:

**Celebrations and Accomplishments**

**Data Collection and Analysis**

**Survey / Interviews:**

**Student / Location Observations:**

**ODRs:**

<b>Task</b>	<b>Person(s) Responsible</b>	<b>Date to be Completed</b>

## Intervention Planning

**Instruction:**

**Recognition System:**

**Environmental / Procedural:**

**Spirit Motivation:**

<b>Task</b>	<b>Person(s) Responsible</b>	<b>Date to be Completed</b>

## Communication and Dissemination

**Grade Level / Team Meetings:**

**School Wide Dissemination:**

**Parent / Community Dissemination:**

<b>Task</b>	<b>Person(s) Responsible</b>	<b>Date to be Completed</b>

## Team Management and Coordination

Task	Person(s) Responsible	Date to be Completed

### Next Meeting Date and Agenda