

Sample Meeting Time Frames

	<u>30 minutes</u>	<u>40 minutes</u>
Summarize the problem	3	4
▪ Review the information collected		
▪ Review prior interventions		
Negotiate an objective	2	3
▪ Measurable and behavioral		
Brainstorm solutions	6	8
Clarify and refine suggestions	6	7
Select solutions and recommendations	6	8
▪ Requesting person picks the solutions he or she wants		
▪ Team members pick the solutions they want		
▪ Identify other school and community resources		
Develop action plan	7	10
▪ Include support for implementers, criteria for evaluation and plans for parent follow up		