

My Follow Up Team Meeting

Preparing to Lead!

Directions: Read through this document (front and back) and use it to help you prepare for your upcoming follow up team meeting where your teachers and maybe parent/guardian(s) will be present. When you are done, this will become your agenda to follow as you lead the meeting.

Welcome & Intentions

Welcome everyone to your follow up meeting today! Feel free to thank them for setting away some time for this meeting.

Remind everyone why we are here today

- To review my "Action Plan" that was created at my last meeting
- To give everyone an update on how that plan has been going
- Share the things that have been working
- Share the things that have **NOT** been working
- Edit and update the plan to better suit my needs

Review & Update of Action Plan for Primary Area of Growth

After reviewing your last agenda and action plan, take a minute to think about how your action plan is going for your PRIMARY AREA OF GROWTH. What is working well? What isn't working? What do you think can be changed about your plan to help you in your primary area of growth?

My Primary Area of Growth was...

I wanted to grow in this area because...

My Action Steps include...

Something that has been successful about my plan is...

Something that is not currently working in my plan is...

One of the reasons I think this is not working is because...

Something else I/we could try is...

Review & Update of Action Plan for Secondary Area of Growth:

After reviewing your last agenda and action plan, take a minute to think about how your action plan is going for your **SECONDARY AREA OF GROWTH**. What is working well? What isn't working? What do you think can be changed about your plan to help you in your primary area of growth?

My Secondary Area of Growth was...

I wanted to grow in this area because...

My Action Steps Include...

Something that has been successful about my plan is...

Something that is not currently working in my plan is...

One of the reasons I think this is not working is because...

Something else I/we could try is...

Finalize Action Plan: (Complete during meeting)

After you and your teachers have finalized your newly updated actions plan, please take a minute to write it down for yourself.

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Primary Area of Growth Action Steps:

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Secondary Area of Growth Action Steps:

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 Last Words: Each team member of the meeting will say a final statement.

 Farewells: **THANK** the team for coming together today for your follow up meeting.

Parent Signature: _____ Date: _____

Parent Comments: