



# SMALL GROUP PROBLEM SOLVING MEETING NOTES



Grade \_\_\_\_\_

Date \_\_\_\_\_

Teacher \_\_\_\_\_

School \_\_\_\_\_

Students \_\_\_\_\_

Members in Attendance:

**Which students are not making progress toward the goal and are in need of a small group intervention?**

**What plan will be put into place to help the students?**

- **Intervention?**

- **How many days per week? How many minutes per day?**

- **Who is going to do it?**

- **Who will collect the progress monitoring data and how often?**

- **Who will graph the data and how will s/he get the data?**

**When will we review the progress monitoring data?**