**Flow of Monthly Team Meeting**

* Attendance, roles for meeting
* Next meeting scheduled
* Review agenda for meeting
* Review/status update of previous meeting minutes
* Review data & use problem solving model to prompt the development of a comprehension action plan
	+ Do we have a problem?
	+ What is the precise nature of problem?
		- What
		- When
		- Where
		- How
	+ Why does problem exist?
	+ What can we do about it?
	+ For “old” problems, is our plan being implemented and is it working?
* Items needing to be communicated to others
* Reports needed for next meeting
* Team assessment of meeting
* Dissemination of meeting minutes