

Getting Help with Scheduling Team Meetings

DATE: 12/7/2011

TO: Mr. Cooper (math resource teacher), Dr. Daniels (school psychologist)

FROM: Mrs. Barta (home room teacher)

SUBJECT: Team meeting for Zane Adams (Student)

Dear Team:

We will be meeting on 12/15/11 at 8:00 am to discuss the progress of

Zane Adams. The location of the meeting will be in conference room.

Please be prepared to contribute to the meeting.

To remind everyone, the following items were discussed during our last meeting:

- 1. Zane's problems with attention
2. In-class accomodations
3. Setting up a daily report card
4. Academic problems in math
5.
6.
7.
8.

High priority items for the upcoming meeting are the following:

- 1. Progress with accomodations
2. Progress in math
3. Zane's attention
4. Progress with daily report cards
5.
6.

Please feel free to contact me by phone or email if you have any questions.

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