

INDIVIDUAL SUPPORT SERVICES TEAM MEETING

**_____ TEAM MEMBERS CHECKLIST
AFTER THE MEETING**

	To Be Done	Completed
1. Articulate objectives (outcomes) required to meet goals	_____	_____
2. Determine activities required to meet goals	_____	_____
3. Determine materials/equipment required to meet goals	_____	_____
4. Determine whether other persons need to be involved in plan to meet child's or service needs	_____	_____
5. Complete actions required to meet service needs	_____	_____
6. Document actions as per agency/department policies	_____	_____
7. Communicate with team members as agreed	_____	_____
8.	_____	_____
9.	_____	_____

Note: Add other responsibilities as necessary