**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