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| **Davis MTSS Team Meeting Minutes and Problem-Solving Action Plan Form** |

**Today’s Meeting:** Date: Time: Location: Facilitator: Minute Taker: Data Analyst:

**Next Meeting:** Date: Time: Location: Facilitator: Minute Taker: Data Analyst:

**Team Members (bold are present today)**

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| **Today’s Agenda Items** | | |  | **Agenda Items for Next Meeting** |
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**Administrative/General Information and Issues**

| Information for Team, or Issue for Team to Address | Action Item/Decision/Task (if applicable) | Who? | By When? |
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