

Location: \_\_\_\_\_

Date: \_\_\_\_\_

Purpose of this meeting? \_\_\_\_\_

Who requested meeting? \_\_\_\_\_

Who will attend the meeting? (e.g. teachers, administrators, parents, child)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do they want?

\_\_\_\_\_  
\_\_\_\_\_

What action do you want them to take?

\_\_\_\_\_  
\_\_\_\_\_

How motivated are they to give you what you want?

\_\_\_\_\_  
\_\_\_\_\_

How can you alleviate their concerns?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_