



Nova Scotia Student Information System

Nova Scotia Public Education System

# Teaching Support Team Meeting Agenda and Minutes in TIENET

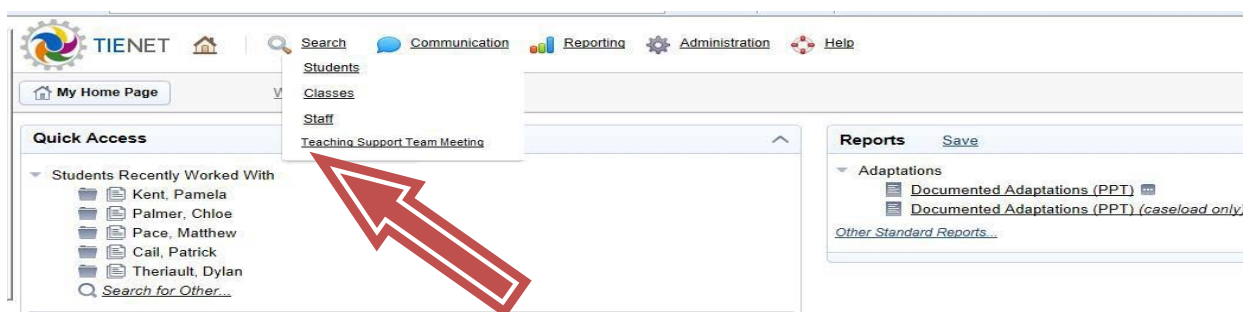
Quick Reference Guide

Revision Date:  
May, 2020

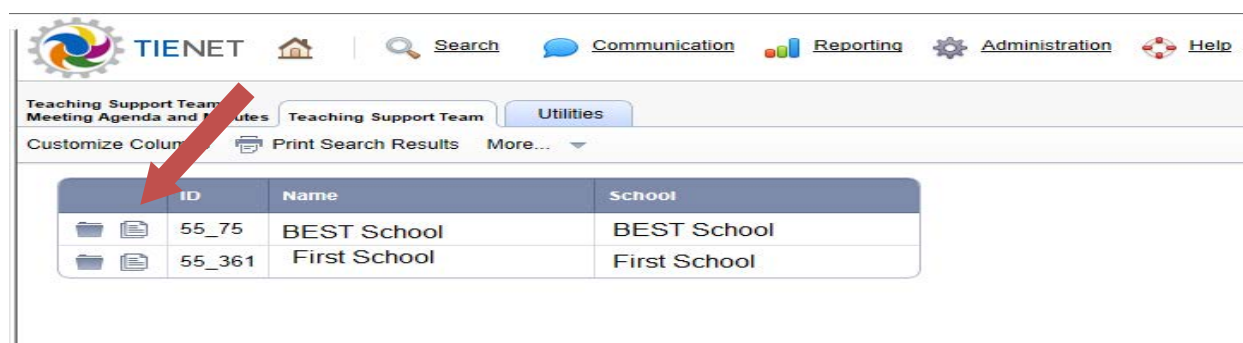
## 1 Teaching Support Team Meeting Agenda and Minutes in TIENET

**Note:** If part of a Teaching Support Team Meeting is about an individual student and programming decisions are made, this information should also be documented using the **Student Planning Team Meeting Agenda and Minutes** document in the student's TIENET library.

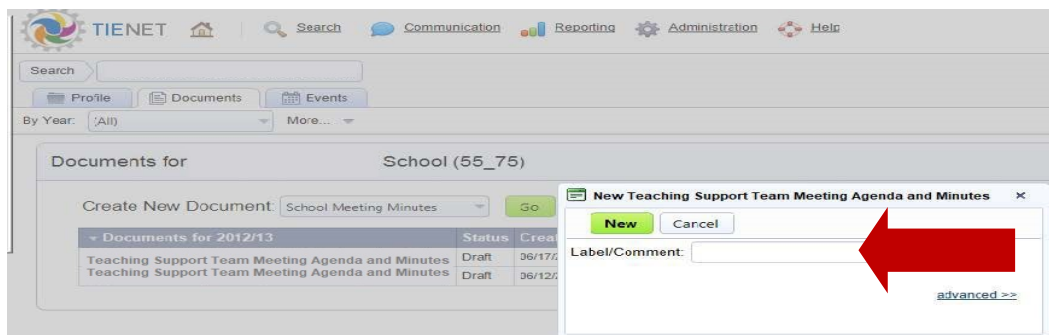
To create or access Teaching Support Team Meeting Agenda and Minutes, from the TIENET **Homepage**, under **Search**, select **Teaching Support Team Meeting**.



Click on the document icon to view previously created **Teaching Support Team Meeting Agenda and Minutes** or create new minutes by using **Create New Document**.



Use the dropdown menu beside **Create New Document** to choose **Teaching Support Team Meeting Agenda and Minutes** and then **Go**. In the **Label/Comment** box, type in the date and/or reason for the meeting and then select **New** (or **Advanced** for a template – see below).



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To begin, enter the **Date of Meeting**.

The screenshot shows the top section of the 'Teaching Support Team Meeting Agenda and Minutes' form. The title is in a blue header. Below it, the 'Date of Meeting' is set to '28/10/2015' in a yellow box. Below this, there is a table with columns for 'Title' and 'Attending:'. The first row shows 'School Administrator' under 'Title' and 'Yes' (checked) under 'Attending:'. There is also a 'No' option. Below the table, there is a '(Correct)' label.

**Team Members and Guests** indicates who attends the meeting. The names of all staff members, including those specialists attached to your school, can be accessed in the **lookup** menu. Once the lookup menu appears, use **Select Staff: Quick Search Form** to search for and select the staff members present. Those members and guests who are not attached to your school will be manually entered in the **Non-lookup** textbox.

The screenshot shows the 'Select Staff: Quick Search Form' dialog box overlaid on the main form. The dialog box has a title bar with the URL 'https://142.227.127.119/selectprofile.asp?pt=4&field=SMM\_PARTM-1-1-StaffName&alt=Y'. It contains a 'Show Staff' dropdown set to 'All' and an 'At:' dropdown. Below this is a 'Show by Name' dropdown set to 'Any' and a list of letters A through Z. The main area of the dialog box has the title 'Select Staff: Quick Search Form' and a subtitle 'Enter one or more fields and click the "Search" button to find staff with the same field information.' There are input fields for 'ID', 'Last Name', 'First Name', 'Works At' (with a '(ID) lookup' button), and 'Caseload' (with a '(ID) lookup' button). There are 'Search' and 'Cancel' buttons at the bottom. The background form shows the 'Team Members and Guests' section with a 'Name' field and an 'Add Row' button. There is also a 'Discussion Items' section with an 'Item' field and a 'Discussion' field. The 'Minutes Taken by:' field is also visible.

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The next section acts as an agenda template to help guide the meeting. If applicable, fill in the **Discussion**, **Action(s)** and **Follow-up/Review Required?** beside each agenda item. If the agenda item is not applicable, then it can be left blank or N/A can be placed in the corresponding section(s). Any items that need to be added to the agenda and minutes can be documented by using **Other** at the bottom - additional rows can be added to **Other** by clicking on the “**Add Row**” button. Finally, the **Minutes Taken by:** field must be completed and **Minutes Reviewed by Teaching Support Team** must be clicked.

Agenda and Minutes			
Item	Discussion	Action(s)	Follow Up/Review Required?
Welcome and Introductions, Purpose of Meeting, etc.			<input type="checkbox"/> Y <input type="checkbox"/> N
Review Minutes, Action Items, etc. from Previous Meeting(s)			<input type="checkbox"/> Y <input type="checkbox"/> N

**Minutes Taken by** is completed by using the **lookup** menu to select the name of the staff member taking minutes. Upon completion, the document is **Saved** and **Finalised** (under **Set Document**). Other features at the top of the document include **Print**, **Attach Files** (under **Navigate To**), **Spell Check** and other options under **More**.

**Minutes Taken by:**  (ID) **lookup**

**Minutes Reviewed by Teaching Support Team:** ☐

## 2 Creating a Teaching Support Team Meeting Agenda and Minutes Template

Follow the steps above to create a new **Teaching Support Team Meeting Agenda and Minutes** document named (in the **Label/Comment** box) **TEMPLATE**. Leave the document blank except for the names of the members of the Teaching Support Team who are entered as **Team Members** and any other items that would consistently be part of a Teaching Support Team Meeting (in addition to the listed Agenda items). Then the document is **Saved**.

## 3 Using a Teaching Support Team Meeting Agenda and Minutes Template

To use a previously created template, create a new **Teaching Support Team Meeting** document and click **Go**. In the **Label/Comment** box, type in the date and/or purpose of the meeting and then select **Advanced**.

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# Teaching Support Team Meeting Agenda and Minutes in TIENET

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Click **Copy Information from Other (previous) Document**, then click **New**.

**New Teaching Support Team Meeting Set-up**

Draft: Teaching Support Team Meeting at BEST School

**Document** For Year: 2020 - 21  
Comment:

**Include which sections?** ☒ Meeting Agenda and Minutes

**Additional Setup Options** ☐ Copy information from another (previous) document

Click the document you want to copy from (**Teaching Support Team Meeting TEMPLATE**), then **Accept**.

<input type="radio"/>	Teaching Support Team Meeting (Mar. 3/20)	2020 -
<input type="radio"/>	Teaching Support Team Meeting (Apr. 14/20)	2020 -
<input checked="" type="radio"/>	Teaching Support Team Meeting (TEMPLATE)	2020 -

This newly created document with **Team Members** already entered then gets edited, completed and saved as above.