in|SCHOOL

Nova Scotia Student Information System

Nova Scotia Public Education System

Teaching Support Team Meeting Agenda and Minutes in TIENET

Quick Reference Guide

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**.
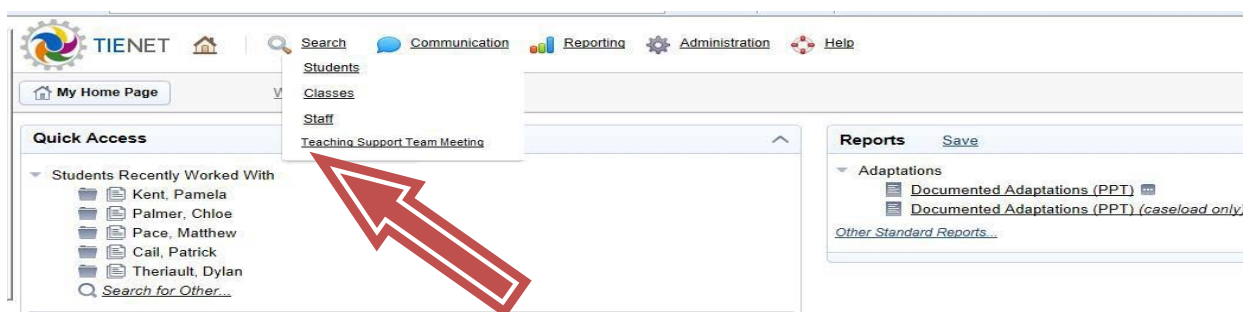
Click on the document icon to view previously created **Teaching Support Team Meeting Agenda and Minutes** or create new minutes by using **Create New Document**.
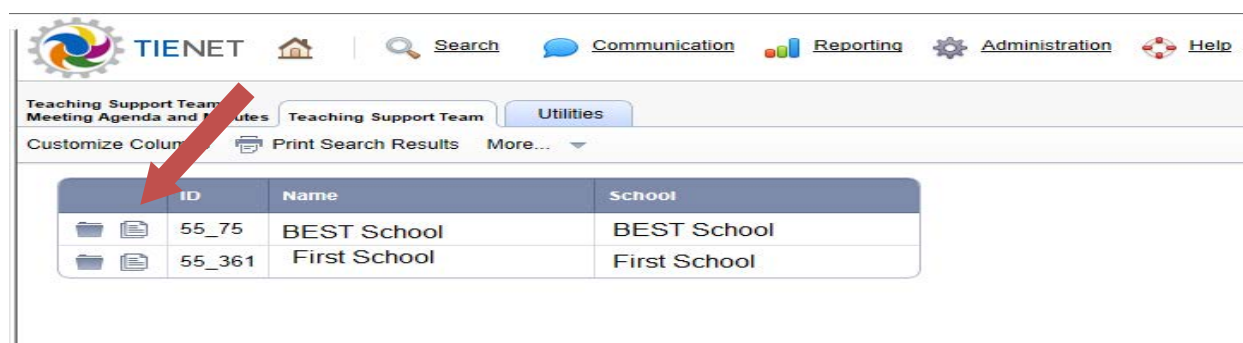
Use the dropdown menu beside **Create New Document** to choose **Teaching Support Team Meeting Agenda and Minutes** and then **Go**. In the **Label/Comment** box, type in the date and/or reason for the meeting and then select **New** (or **Advanced** for a template – see below).
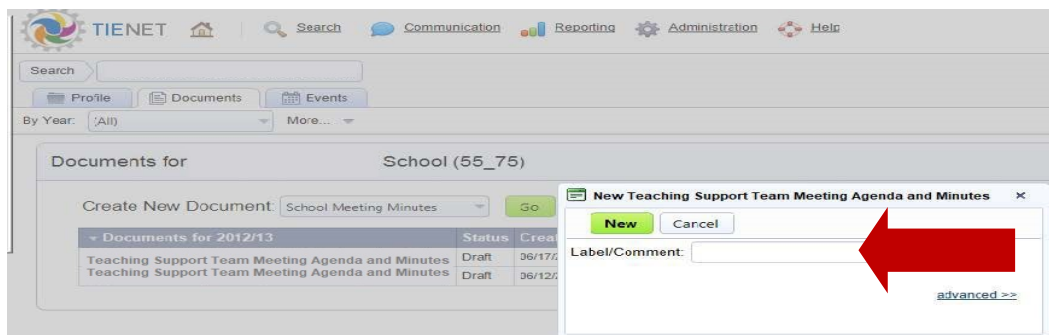
To begin, enter the **Date of Meeting**.

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 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.			☐ Y N
Review Minutes, Action Items, etc. from Previous Meeting(s)			☐ Y 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**.

in|SCHOOL
Nova Scotia Student Information System

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

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

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