

AAC team meeting for

| Date | Attendees | AAC Tools being used |
|-------|-----------|----------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

| Agenda | Notes |
|--|-------|
| Share stories and celebrate successes | |
| Progress update from each team member | |
| What is working? | |
| Barriers or difficulties | |
| Improvements to environment needed | |
| Upcoming events or changes | |
| Training/support needed for communication partners | |
| New strategies to try | |
| Changes/edits/additions needed to AAC tool | |

Key focus area

Next steps

Where to share updates
(email, text messages, etc.)

Next meeting date
