Automated Meeting Notes

# Transcript:

Hello everyone, thank you guys for coming to our weekly student success meeting And let's just get started. So I have our list of chronically absent students here, and I've been noticing a troubling trend A lot of students are skipping on Fridays. Does anyone have any idea what's going on? I've heard some of my mentees talking about how it's really hard to get out of bed on Fridays It might be good if we did something like a pancake breakfast to encourage them to come. I think that's a great idea Let's try that next week It might also be because a lot of students have been getting sick now that it's getting colder outside I've had a number of students come by my office with symptoms like sniffling and coughing We should put up posters with tips for not getting sick since it's almost flu season Like, you know wash your hands after the bathroom stuff like that I think that's a good idea and it'll be a good reminder for the teachers as well So one other thing I wanted to talk about there's a student I've noticed here John Smith He's missed seven days already and it's only November Does anyone have an idea what's going on with him? I might be able to fill in the gaps there I talked to John today and he's really stressed out. He's been dealing with helping his parents take care of his younger siblings during the day It might actually be a good idea if he spoke to the guidance counselor a little bit I can talk to John today if you want to send him to my office after you meet with him It's a lot to deal with for a middle schooler Great. Thanks, and and I can help out with the family's childcare needs. I'll look for some free or low-cost Resources in the community to share with John and he can share them with his family great. Well some really good ideas here today Thanks for coming. And if no one has anything else, I think we can wrap up

# Keywords:

students skipping fridays (score: 0.685)

students getting sick (score: 0.620)

good reminder teachers (score: 0.420)

student success meeting (score: 0.395)

sick getting colder (score: 0.363)

coughing posters tips (score: 0.324)

pancake breakfast encourage (score: 0.320)

november does idea (score: 0.294)

ideas today thanks (score: 0.265)

let try week (score: 0.243)

siblings day (score: 0.209)

encourage come (score: 0.194)

schooler (score: 0.188)

noticing troubling (score: 0.184)

list chronically (score: 0.172)

childcare needs (score: 0.165)

wash hands bathroom (score: 0.154)

coming think wrap (score: 0.136)

smith missed (score: 0.133)

idea spoke guidance (score: 0.115)

send office (score: 0.110)

helping (score: 0.102)

trend (score: 0.100)

hello thank guys (score: 0.082)

heard mentees (score: 0.060)

great really (score: 0.057)

look free low (score: 0.055)

hard bed (score: 0.041)

john share family (score: 0.030)

cost resources (score: -0.015)

# Extracted Actions / Decisions:

* 1. Investigate the trend of students being chronically absent, particularly on Fridays. (Responsibility not assigned)  
  2. Explore potential reasons for low attendance among mentees specifically regarding difficulty getting out of bed on Fridays. (Ownership implied by "I've heard some of my mentees talking about")  
  3. Propose a pancake breakfast event to incentivize student attendance, especially targeting Friday absences. (Owner: Me)
* 1. Create posters with tips on avoiding illness during flu season. (Assigned Task) - Health Office/Teacher Responsible  
  2. Monitor student absences and investigate John Smith's situation further, potentially involving the guidance counselor for support. (Action Item & Decision) - Teacher or Assistant responsible to follow up with John Smith after meeting him.
* 1. Owner: [Your Name] - Look for free or low-cost community resources to be shared with John and his family.  
  2. Implied action item (for future discussion): Determine the availability of additional ideas if needed in a meeting setting.

# Summary:

A lot of students are skipping on Fridays. It might be good if we did something like a pancake breakfast to encourage them to come. I think that's a great idea. A number of students come by my office with symptoms like sniffling and coughing. It might also be because a lot of students have been getting sick now that it's getting colder outside. John Smith has missed seven days already and it's only November. He's been dealing with helping his parents take care of his younger siblings during the day. I'll look for some free or low-cost Resources in the community to share with John and he can share them with his family great. him It's a lot to deal with for a middle schooler Great.