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| **Team Meeting Minutes and Problem-Solving Action Plan Form**  |  |
|  | **Date:** | **Time:** | **Location:** | **Facilitator:** | **Minute Taker:** | **Data Analyst:** |
| **Today’s Meeting** |  |  |  |  |  |  |
| **Next Meeting** |  |  |  |  |  |  |

**Team Members (bold are present today)**

|  |  |  |
| --- | --- | --- |
| **Today’s Agenda Items**  | **Next Meeting Agenda Items** | **Potential Problems Raised** |
| 01. 02. 03.  | 01. 02. 03.  | 01. 02. 03.  |

**Start with Positives**

**Administrative/General Information and Issues**

|  |  |  |  |
| --- | --- | --- | --- |
| Information for Team, or Issue for Team to Address | Discussion/Decision/Task (if applicable) | Who? | By When? |
|    |    |   |    |
|   |   |    |    |
|    |   |   |   |

**Problem-Solving Action Plan**

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| --- |
| #1 Precise Problem Statement, based on review of dataWhat:When: Where:Who:Why: |
|  |  Who? | By When? | Goal with Timeline | Fidelity of Imp measure | Effectiveness of Imp measure | Updates |
|  Prevent  |    |  |   |   |    |    |
|  Teach |   |   |   |   |   |   |
|  Prompt |   |   |   |   |   |   |
| Reward |  |  |  |  |  |  |
| Correction |  |  |  |  |  |  |
| Extinction |  |  |  |  |  |  |

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| #2 Precise Problem Statement, based on review of dataWhat:When: Where:Who:Why: |
|  |  Who? | By When? | Goal with Timeline | Fidelity of Imp measure | Effectiveness of Imp measure | Updates |
|  Prevent  |    |  |   |   |    |    |
|  Teach |   |   |   |   |   |   |
|  Prompt |   |   |   |   |   |   |
| Reward |  |  |  |  |  |  |
| Correction |  |  |  |  |  |  |
| Extinction |  |  |  |  |  |  |

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| #3 Precise Problem Statement, based on review of dataWhat:When: Where:Who:Why: |
|  |  Who? | By When? | Goal with Timeline | Fidelity of Imp measure | Effectiveness of Imp measure | Updates |
|  Prevent  |    |  |   |   |    |    |
|  Teach |   |   |   |   |   |   |
|  Prompt |   |   |   |   |   |   |
| Reward |  |  |  |  |  |  |
| Correction |  |  |  |  |  |  |
| Extinction |  |  |  |  |  |  |

**Evaluation of Team Meeting (Mark your ratings with an “X”)**

|  |  |
| --- | --- |
|   | Our Rating |
|   | Yes | So-So | No |
| 1. Was today’s meeting a good use of our time? |   |   |   |
| 2. In general, did we do a good job of ***tracking*** whether we’re completing the tasks we agreed on at previous meetings? |   |   |   |
| 3. In general, have we done a good job of actually ***completing*** the tasks we agreed on at previous meetings? |   |   |   |
| 4. In general, are the completed tasks having the ***desired effects*** on student behavior? |   |   |   |

If some of our ratings are “So-So” or “No,” what can we do to improve things?