|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| #1 Precise Problem Statement, based on review of data  What:  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 |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| #2 Precise Problem Statement, based on review of data  What:  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 |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| #3 Precise Problem Statement, based on review of data  What:  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?