Insert School Name

#  PBIS Team Meeting Agenda and Meeting Minutes Template A

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|  | **Date** | **Time** (begin and end) | **Facilitator** | **Recorder** | **Data Analyst** | **Timekeeper** |
| **Today’s Meeting** |  |  |  |  |  |  |
| **Next Meeting** |  |  |  |  |  |  |

**Team Members & Attendance (Place “X” to the left of name if present)**

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| [ ]  |       | [ ]  |       | [ ]  |       | [ ]  |       | [ ]  |       |
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| **Current and Completed Action Steps** (Strike through each completed action step with results documented under progress measure) | **Monitoring Evidence/ Data Sources** | **Progress Measure** |
| **Date Projected/Completed** | **Actual Results** |
| 1.
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| **Agenda Item** | **Who**  | **Time Needed** | **Discussion/Notes** *Did it work?* | **Outcome Decision/Task***\*Identify person responsible to complete each task and due date* |
| **1. Review Past Meeting Notes/Action Items** | Recorder | 5 min |  |       |
| **2. Review precise problem statement from last meeting** (place statement here)**:**  | Data Analyst | 5 min | ***Did we do what we said we were going to do?***[ ]  Not started[ ]  Partial implementation[ ]  Implemented with fidelity[ ]  StoppedNotes:       ***If so, did our solutions work?***[ ]  Worse[ ]  No Change[ ]  Improved but not to goal[ ]  Goal metNotes:      | ***What are our next steps?***[ ]  Continue current plan [ ]  Modify plan [ ]  Discontinue plan [ ]  Other**Notes:**  |
| **3. Review current TFI Action Plan items**  | Facilitator | 5 min |       |       |
| **4. Data analysis/problem-solving** (Potential data points to review include discipline data, acknowledgement data from PBIS Rewards, TFI data, survey data, attendance, academics, etc.). Analyze data for patterns, trends, urgent needs:      | Data Analyst | 20 min | **Review data:****New/Updated Precision problem statement(s) based on review of data:**      **Solution & Actions** (What can we do to prevent the behavior, reward appropriate behavior, what do we need to teach to solve the behavior, etc.):      | **Implementation and Evaluation**(By Who, By When; What fidelity data will we collect):      |
| **5. New items to discuss** (Based on agenda Items determined at last meeting):**1.****2.****3.** |  | 15 min |  |  |
| **6. Communications** (What information do we want to share with staff, families?) | Facilitator | 5 min |  |  |

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| **Agenda Items for Next Meeting** (list these in #5 at next meeting) |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **Evaluation of Today’s Meeting (Discussion to drive next meeting)** | **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 upon at last meeting? | **[ ]**  | **[ ]**  | **[ ]**  |
| **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 outcomes?** | **[ ]**  | **[ ]**  | **[ ]**  |