[INSERT LOGO HERE]

|  |  |  |
| --- | --- | --- |
| TIPS Meeting Minutes Guide | **School:** |  |
|  |
|  | **Date** | **Time** (begin and end) | **Location** | **Facilitator** | **Minute Taker** | **Data Analyst** |
| **Today’s Meeting** |       |       |       |       |       |       |
| **Next Meeting** |       |       |       |       |       |       |

|  |
| --- |
| **Team Members & Attendance** (Place “X” to left of name if present) |
| [ ]  |       | [ ]  |       | [ ]  |       | [ ]  |       | [ ]  |       | [ ]  |       |
| [ ]  |       | [ ]  |       | [ ]  |       | [ ]  |       | [ ]  |       | [ ]  |       |

|  |  |
| --- | --- |
| **Today’s Agenda Items:** | **Agenda Items for Next Meeting** |
| 1. |       | 4. |       | 1. |  |  |
| 2. |       | 5. |       | 2. |       |
| 3. |       | 6. |       | 3. |       |

## Systems Overview

|  |  |  |  |
| --- | --- | --- | --- |
| **Overall Status Tier/Content Area** | **Measure Used** | **Data Collection Schedule** | **Current Level/Rate** |
|  |  |  |  |
|  |  |  |  |

## Problem Solving Process

| **Date of Initial Meeting**:      | **Date(s) of Review Meetings:** |
| --- | --- |
| **Brief Problem Description** (e.g., student name, group identifier, brief item description):       |  |
| **Precise Problem****Statement***What? When? Where? Who? Why? How Often?* | **Goal and Timeline***What? By When?* | **Solution****Actions***By Who? By When?* | **Identify Fidelity****and Outcome Data***What? When? Who?* | **I****M****P****L****E****M****E****N****T****S****O****L****U****T****I****O****N****S** | **Did it work?***(Review current levels and compare to goal)* |
|       |       |       | *What* ***fidelity*** *data will we collect?**What? When? Who?* | ***Fidelity Data****:* ***Level of Implementation***[ ]  Not started[ ]  Partial implementation[ ]  Implemented with fidelity[ ]  StoppedNotes:      | ***Outcome Data*** *(Current Levels):****Comparison to Goal***[ ]  Worse[ ]  No Change[ ]  Improved but not to goal[ ]  Goal metNotes:      |
|       |
| *What* ***outcome*** *data will we collect?**What? When? Who?* |
|       |
| ***Current Levels:*** |  ***Next Steps*** |
|       | [ ]  Continue current plan[ ]  Modify plan[ ]  Discontinue plan[ ]  OtherNotes:       |

*Notes:*

| **Date of Initial Meeting:**  | **Date(s) of Review Meetings:** |
| --- | --- |
| **Brief Problem Description** (e.g., student name, group identifier, brief item description):       |  |
| **Precise Problem****Statement***What? When? Where? Who? Why? How Often?* | **Goal and Timeline***What? By When?* | **Solution****Actions***By Who? By When?* | **Identify Fidelity and Outcome Data***What? When? Who?* | **I****M****P****L****E****M****E****N****T****S****O****L****U****T****I****O****N****S** | **Did it work?***(Review current levels and compare to goal)* |
|       |       |       | *What* ***fidelity*** *data will we collect?**What? When? Who?* | ***Fidelity Data****:* ***Level of Implementation***[ ]  Not started[ ]  Partial implementation[ ]  Implemented with fidelity[ ]  StoppedNotes:      | ***Outcome Data*** *(Current Levels):****Comparison to Goal***[ ]  Worse[ ]  No Change[ ]  Improved but not to goal[ ]  Goal metNotes:      |
|       |
| *What* ***outcome*** *data will we collect?**What? When? Who?* |
|  |
| ***Current Levels:*** |  ***Next Steps*** |
|       | [ ]  Continue current plan [ ]  Modify plan[ ]  Discontinue plan[ ]  OtherNotes:       |

*Notes*:

[Paste new problem table(s) as needed]

## Organizational/Housekeeping Task List

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Discussion** | **Decisions and Tasks** | **Who?** | **By When?** |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

|  |  |
| --- | --- |
| **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?  | [ ]  | [ ]  | [ ]  |