|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date: |  | Start Time: |  | End Time: |  | Facilitator: |  |
| Timekeeper: |  | Recorder: |  | Snackmaster: |  |
| Participants: |  |
| Next Meeting (Date, time, location) |  |
| Next Facilitator: |  | Next Snackmaster: |  |
|  |
| **Agenda Item** | **Time** | **Notes** |
| **Things that have gone well.** | \_\_:\_\_ - \_\_:\_\_ |  |
| **Follow-up Items from last meeting** | \_\_:\_\_ - \_\_:\_\_ |  |
| **Update TFI****(Tiered Fidelity Inventory)** | \_\_:\_\_ - \_\_:\_\_ |  |
| **Review/Update Action Plan** | \_\_:\_\_ - \_\_:\_\_ |  |
| **Data Review** | \_\_:\_\_ - \_\_:\_\_ | **Problem ID:** *Based upon the data, what is the problem? Do you need to collect additional data to verify?* |
| \_\_:\_\_ - \_\_:\_\_ | **Problem Analysis:** *Why is this problem occurring? Consider fidelity of the Critical Elements (below)* |
| \_\_:\_\_ - \_\_:\_\_ | **Plan Development & Implementation:** *Summary only;* ***Document these steps on Action Plan*** |
| \_\_:\_\_ - \_\_:\_\_ | **Plan Evaluation & Follow-Up:** *Summary only;* ***Document these steps on Action Plan*** |

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| **Notes / Goals for Next Meeting** |
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