|  |  |  |
| --- | --- | --- |
| **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 Solving Process 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?  |  |  |  |