

TIPS TEAM MEETING MINUTE FORM

Date:	Time:	Location:	Facilitation:	Minute taking:	Data analysis:
Today's meeting					
Next meeting					

Team Members:

Today's Agenda Items	Agenda for next meeting
01. Review data for previously defined problems	1.
02.	2.
03.	3.
04.	
05.	
06.	

Previously Defined Problems

Implementation and Evaluation						
Precise Problem Statement, based on review of data (What, When, Where, Who, Why)	Solution Actions (Prevent, Teach, Prompt, Acknowledge, Correction, Extinction, Adaptations, Safety)	Who?	By When?	Goal with Timeline	Fidelity of Imp. Measure (How to measure)	Effectiveness of Imp. Measure (How to assess)
					<input type="checkbox"/> Not started <input type="checkbox"/> Partly imp. <input type="checkbox"/> Imp. fidelity <input type="checkbox"/> Done	<input type="checkbox"/> Goal met <input type="checkbox"/> Better <input type="checkbox"/> Same <input type="checkbox"/> Worse

Administrative/General Information and Issues

Information for Team or Issue for Team to Address	Discussion/Decision/Task (if applicable)	Who? By When?

Information for Team or Issue for Team to Address	Discussion/Decision/Task (if applicable)	Who?	By When?

New Problems

Implementation and Evaluation						
Precise Problem Statement (What, When, Where, Who, Why)	Solution Actions (Prevent, Teach, Prompt, Acknowledge, Correction, Extinction, Adaptations, Safety)	Who?	By When?	Goal with Timeline	Fidelity of Imp. Measure (How to measure)	Effectiveness of Imp. Measure (How to assess)

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 the previous meeting?			
3. Did we do a good job of actually completing the tasks we agreed on at the previous meeting?			
4. Are the completed tasks having the desired effects on student behaviour?			

If some of our ratings are 'so-so' or 'no', what can we do to improve things?