|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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  02.  03. | 04.  05.  06. | 1.  2.  3. |

| **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) |
|  |  |  |  |  | Not started  Partly imp.  Imp. fidelity  Done | Goal met  Better  Same  Worse |

**Administrative/General Information and Issues**

| 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?**