

Critical Features of Meeting Minutes

--Include these Critical Features if TIPS Meeting Minutes are modified--

Meeting Minutes serve as documentation and guidance for decisions made during problem-solving and/or coordination/planning team meeting includes sections and prompts to guide and prompt recording of relevant, accurate, and succinct information across the following areas:

Meeting Demographics: Information related to meeting logistics, roles, agenda, and announcements

Critical Information to Document

- Roles, Agenda Items, and Announcements (if appropriate)
- Current Meeting date, time, and location including Role/Assignments
- Next Meeting date, time, location, Role/Assignments (if rotating), potential agenda items
- Regular team member list and/or documentation of meeting participants

Overall Systems Status Update: Information and data related to team purpose or goals regarding the fidelity with which curriculum and practices are being implemented

Critical Information to Document

- Implementation Fidelity (e.g., measure used, schedule for data collection and review)
- Big Picture Outcomes (e.g., measure used, schedule for data collection and review)

Problem-Solving, Action Planning, and Evaluation: Data-based decision making regarding targeted problems reported

Critical Information to Document

- Problem to be addressed (e.g., group/individual social, academic, mental health problems, goal met/fade or graduate supports)
- Problem Statement that includes who, what, where, when, why, and how often
- Goal or target (what will change, by how much/to what level, by when)
- Solution actions and plans (what will happen, who will do it, by when)
- Plan for gathering fidelity and outcome data (what, who, by when)
- Evaluation of impact of solutions with current level, comparison to goal and next steps

Organization and Housekeeping Items: Tasks that are completed as part of the ongoing cycle of coordination, development, implementation and evaluation of systems and procedures related to readiness, sustainability and day to day operations

Critical Information to Document

- General announcements, systems-level action tasks, other logistical decisions
- Communication actions to inform appropriate stakeholders of progress and/or decisions (e.g., administrator, other teams, family/community, all or specific staff members)

Meeting Assessment/Evaluation: Process to self-evaluate whether the meeting was efficient and effective in its assigned mission or task(s).

Critical Information to Document

- Was meeting a good use of time?
- Were tasks implemented with fidelity?
- Are efforts benefitting students?

Helpful and Optional Enhancements

- Provide specific prompts (what, where, who, when, why, current levels, etc.)
- Provide specific areas (section) for each type of item and critical information
- Add roles for time keeper, snacks for meeting, as needed

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- Create a general sequence for agenda items: a) Review agenda and previous Meeting Minutes, b) Overall Systems Update (when applicable), c) Problem Solving, d) Housekeeping Tasks, and e) Evaluation of Meeting