[INSERT LOGO HERE]

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:

Brief Problem Description (e.g., student name, group identifier, brief item description):

Date(s) of Review Meetings

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?*	**IMPLEMENT SOLUTIONS**	**Did it work?** *(Review current levels and compare to goal)*
Current Levels:			*What **fidelity** data will we collect?* *What? When? Who?* *What **outcome** data will we collect?* *What? When? Who?*		***Fidelity Data**:* ***Level of Implementation*** ☐ Not started ☐ Partial implementation ☐ Implemented with fidelity ☐ Stopped Notes: ***Outcome Data** (Current Levels):* ***Comparison to Goal*** ☐ Worse ☐ No Change ☐ Improved but not to goal ☐ Goal met Notes: ***Next Steps*** ☐ Continue current plan ☐ Modify plan ☐ Discontinue plan ☐ Other Notes:

Notes:

Date of Initial Meeting:

Brief Problem Description (e.g., student name, group identifier, brief item description)

Date(s) of Review Meetings

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?*	**IMPLEMENT SOLUTIONS**	**Did it work?** *(Review current levels and compare to goal)*
Current Levels:			*What **fidelity** data will we collect?* *What? When? Who?* *What **outcome** data will we collect?* *What? When? Who?*		***Fidelity Data**:* ***Level of Implementation*** ☐ Not started ☐ Partial implementation ☐ Implemented with fidelity ☐ Stopped Notes: ***Outcome Data** (Current Levels):* ***Comparison to Goal*** ☐ Worse ☐ No Change ☐ Improved but not to goal ☐ Goal met Notes: ***Next Steps*** ☐ Continue current plan ☐ Modify plan ☐ Discontinue plan ☐ Other Notes:

Notes:

[Paste new problem 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?			