

	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 <i>What? When? Where? Who? Why? How Often?</i>	Goal and Timeline <i>What? By When?</i>	Solution Actions <i>By Who? By When?</i>	Identify Fidelity and Outcome Data <i>What? When? Who?</i>	IMPLEMENTATION SOLUTION	Did it work? <i>(Review current levels and compare to goal)</i>
			<i>What fidelity data will we collect?</i> <i>What? When? Who?</i>		
			<i>What outcome data will we collect?</i> <i>What? When? Who?</i>		
Current Levels:				Next Steps	

				S	☐ 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 <i>What? When? Where? Who? Why? How Often?</i>	Goal and Timeline <i>What? By When?</i>	Solution Actions <i>By Who? By When?</i>	Identify Fidelity and Outcome Data <i>What? When? Who?</i>	I M P L E M E N T S O L U T I O N S	Did it work? <i>(Review current levels and compare to goal)</i>	
			<i>What fidelity data will we collect?</i> <i>What? When? Who?</i>		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:
			<i>What outcome data will we collect?</i> <i>What? When? Who?</i>			
<i>Current Levels:</i>						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”)

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?

Our Rating		
Yes	So-So	No