

Team Meeting Agenda/Minutes

Date: _____ Time: _____ to _____ Facilitator: _____ Timekeeper: _____ Recorder: _____

Snackmaster: _____ Participants: _____

Next Meeting date, time, & location: _____

Next Facilitator: _____ Next Snackmaster: _____

Agenda Item	Time	Notes
1) Things that have gone well	__:__ - __:__	
2) Follow-Up items from last meeting	__:__ - __:__	
3) Data Review <u>Look at the "Big 6" Graphs (minimum):</u> <i>Av. per day per month</i> <i>Location</i> <i>Time</i> <i>Behavior</i> <i>Staff</i> <i>Student</i>	__:__ - __:__	Problem ID: <i>Based upon the data, what is the problem? Do you need to collect additional data to verify?</i>
	__:__ - __:__	Problem Analysis: <i>Why is this problem occurring? Consider fidelity of the Critical Elements(below).</i>
	__:__ - __:__	Plan Development and Implementation (Summary only; document these steps on your Action Plan) <i>Revise & Update your Rtl:B Action Plan</i>
	__:__ - __:__	Plan Evaluation and Follow-Up (Summary only; document these steps on your Action Plan) <i>Revise & Update your Rtl:B Action Plan</i>

Critical Elements (Benchmarks of Quality): PBS Team, Faculty Commitment, Effective Discipline, Data Entry & Analysis, Expectations & Rules, Reward/Recognition Program, Lesson Plans for Teaching, Implementation Planning, Classroom PBS Systems, Evaluation

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4) Communications with Staff, Students and Families/Community as appropriate <i>(Update your Action Plan with these items)</i>			
What will be shared?	How will it be shared?	When will it be shared?	Who is responsible?
	<i>Revise & Update your Rtl:B Action Plan</i>		