

PBIS Team Meeting Minutes and Problem-Solving Action Plan Form

Today's Meeting: Date: Time: Location: Facilitator: Minute Taker: Data Analyst:
Next Meeting: Date: Time: Location: Facilitator: Minute Taker: Data Analyst:

Team Members (bold are present today)

Today's Agenda Items

- 01.
- 02.
- 03.

Next Meeting Agenda Items

- 01.
- 02.
- 03.

Potential Problems Raised
01.
02.
03.

Administrative/General Information and Issues

Information for Team, or Issue for Team to Address	Discussion/Decision/Task (if applicable)	Who?	By When?

Problem-Solving Action Plan

Precise Problem Statement, based on review of data (What, When, Where, Who, Why)	Solution Actions (e.g., Prevent, Teach, Prompt, Reward, Correction, Extinction, Safety)	Implementation and Evaluation		
		Who?	By When?	Goal, Timeline, Decision Rule, & Updates

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

If some of our ratings are "So-So" or "No," what can we do to improve things?