[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) | | | | | | | | | | | |
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| **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**  *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?* | **I**  **M**  **P**  **L**  **E**  **M**  **E**  **N**  **T**  **S**  **O**  **L**  **U**  **T**  **I**  **O**  **N**  **S** | **Did it work?**  *(Review current levels and compare to goal)*  **** | |
|  |  |  | *What* ***fidelity*** *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: |
|  |
| *What* ***outcome*** *data will we collect?*  *What? When? Who?* |
|  |
| ***Current Levels:*** | ***Next Steps*** | |
|  | Continue current plan  Modify plan  Discontinue plan  Other  Notes: | |

*Notes:*

| **Date of Initial Meeting:** | | | | | **Date(s) of Review Meetings** | |
| --- | --- | --- | --- | --- | --- | --- |
| **Brief Problem Description** (e.g., student name, group identifier, brief item description) | | | | |  | |
| **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?* | **I**  **M**  **P**  **L**  **E**  **M**  **E**  **N**  **T**  **S**  **O**  **L**  **U**  **T**  **I**  **O**  **N**  **S** | **Did it work?**  *(Review current levels and compare to goal)*  **** | |
|  |  |  | *What* ***fidelity*** *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: |
|  |
| *What* ***outcome*** *data will we collect?*  *What? When? Who?* |
|  |
| ***Current Levels:*** | ***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? |  |  |  |