[INSERT LOGO HERE]

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| --- | --- | --- |
| **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** |
|  |  |  |  |
|  |  |  |  |

**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?  |  |  |  |