

Team-Initiated Problem Solving (TIPS) Meeting Minutes Template

School:

DATE	TIME (BEGIN & END)	LOCATION	FACILITATOR	MINUTE TAKER	DATA ANALYST
Today's Meeting					
Next meeting					

Team members and attendance (place CHECK to left of name if present)

Today's agenda items

- 1.
- 2.
- 3.

Agenda items for next meeting

- 1.
- 2.
- 3.

System overview

OVERALL STATUS TIER/CON	MEASURE USED	DATA COLLECTION SCHEDULE	CURRENT LEVEL/RATE
-------------------------	--------------	--------------------------	--------------------

Problem Solving Process

Date of Initial Meeting:

Brief Problem Description:

PRECISE PROBLEM STATEMENT →
What? When? Where? Who? Why? How Often?

GOAL & TIMELINE →
What? By When?

SOLUTION ACTIONS →
By Who? By When?

IDENTIFY FIDELITY & OUTCOME DATA →
What? When? Who?

FIDELITY DATA?

OUTCOME DATA?

CURRENT LEVELS

Date(s) of Review Meetings:

DID IT WORK?
Review current levels and compare to goal

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:

NEXT STEPS

- Continue current plan
- Modify plan
- Discontinue plan
- Other

Notes:

Team-Initiated Problem Solving (TIPS) Meeting Minutes Template

Problem Solving Process (continued)

<p>Date of Initial Meeting:</p> <p>PRECISE PROBLEM STATEMENT → What? When? Where? Who? Why? How Often?</p>	<p>Brief Problem Description:</p> <p>GOAL & TIMELINE → SOLUTION ACTIONS → IDENTIFY FIDELITY & OUTCOME DATA → What? By When? By Who? By When? What? When? Who?</p> <p>FIDELITY DATA?</p> <p>OUTCOME DATA?</p>	<p>Date(s) of Review Meetings:</p> <p>DID IT WORK? Review current levels and compare to goal</p> <hr/> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Fidelity Data:</td> <td style="width: 50%; border: none;">Outcome Data (Current levels):</td> </tr> <tr> <td style="border: none;">LEVEL OF IMPLEMENTATION</td> <td style="border: none;">COMPARISON TO GOAL</td> </tr> <tr> <td style="border: none;">Not started</td> <td style="border: none;">Worse</td> </tr> <tr> <td style="border: none;">Partial implementation</td> <td style="border: none;">No change</td> </tr> <tr> <td style="border: none;">Implemented with fidelity</td> <td style="border: none;">Improved but not to goal</td> </tr> <tr> <td style="border: none;">Stopped</td> <td style="border: none;">Goal met</td> </tr> <tr> <td style="border: none;">Notes:</td> <td style="border: none;">Notes:</td> </tr> </table>	Fidelity Data:	Outcome Data (Current levels):	LEVEL OF IMPLEMENTATION	COMPARISON TO GOAL	Not started	Worse	Partial implementation	No change	Implemented with fidelity	Improved but not to goal	Stopped	Goal met	Notes:	Notes:
Fidelity Data:	Outcome Data (Current levels):															
LEVEL OF IMPLEMENTATION	COMPARISON TO GOAL															
Not started	Worse															
Partial implementation	No change															
Implemented with fidelity	Improved but not to goal															
Stopped	Goal met															
Notes:	Notes:															
<p>CURRENT LEVELS</p>		<p>NEXT STEPS</p> <p>Continue current plan Notes:</p> <p>Modify plan</p> <p>Discontinue plan</p> <p>Other</p>														

Organizational/Housekeeping Task List

ITEM	DISCUSSION	DECISIONS & TASKS	WHO?	BY WHEN?

Evaluation of Team Meeting (Mark your ratings with a check mark)

YES	SOS-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?