

PBS Team Meeting Minutes and Problem-Solving Action Plan Form

Today’s Meeting

Date:	Facilitator:	Recorder:	Data Analyst:
-------	--------------	-----------	---------------

Next Meeting

Date, time, location:	Facilitator:	Recorder:	Data Analyst:
-----------------------	--------------	-----------	---------------

Team Members (Place “X” to left of name if present)

Today’s New Business Items

01.
02.
03.
04.
05.
06.
07.
08.
09.
10.

Potential <u>New</u> Problems (Data Analyst’s Overview)
01.
02.
03.
04.
05.

Meeting Minutes: 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”)

	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 <u>tracking</u> whether we’re completing the tasks we agreed on at previous meetings?			
3. In general, have we done a good job of actually <u>completing</u> the tasks we agreed on at previous meetings?			
4. In general, are the completed tasks having the <u>desired effects</u> on student behavior?			

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