

PBIS Leadership Team Meeting Checklist

Preparing for the Meeting	
Person Responsible:	
	Review agreements and tasks from previous minutes.
	Identify/review/develop agenda items.
	Invite/remind/prepare participants.
	Prepare/review materials.
	Check/confirm logistics (e.g., room, location, time).
Opening the Meeting	
Person Responsible:	
	Acknowledge/introduce participants.
	Review meeting purpose.
	Review/assign roles.
	Review/modify agenda items (e.g., discussion, decision, information).
	Assign number of minutes for each agenda item.
	Set/review meeting rules and routines.
	Other:
Conducting Business	
Person Responsible:	
	Follow agenda items.
	Stay within timelines.
	Follow/review rules and routines.
	Restate/review/remind others of each agenda item's purpose or outcome.
	Other:

continued →

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PBIS Leadership Team Meeting Checklist, continued

Concluding the Meeting	
Person Responsible:	
	Review meeting purpose.
	Review/summarize agreements and tasks.
	Evaluate extent to which agenda items were addressed.
	Review new agenda items.
	Review compliance with rules and routines.
	Acknowledge/reinforce participation, actions, and outcomes.
	Indicate next meeting date, time, and place.
	Other:

Following Up	
Person Responsible:	
	Distribute minutes.
	Complete agreements and tasks.
	Contact/remind participants.
	Prepare for next agenda.
	Other:

Other Notes/Observations

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