

[INSERT LOGO HERE]

TIPS Meeting Minutes Guide

← Insert your district logo

Do not forget your school name →

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)						

Mark members who are present with an "X" in the box.

Today's Agenda Items:	Agenda Items for Next Meeting
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	
5. _____	
6. _____	

Keep track of items for next meeting here.

Systems Overview

Overall Status Tier/Content Area	Measure Used	Data Collection Schedule	Current Level/Rate
This section is "big picture" systems level data review			

Problem Solving Process

Date of Initial Meeting: _____	Date(s) of Review Meetings _____
--------------------------------	----------------------------------

Use this to enter date of first meeting and record very short description of the problem discussed.

Enter date(s) of review meeting and answer "How did it go?"

Brief Problem Description (e.g., student name, group identifier, brief item description)				I M P L E M E N T S O L U T I O N S
Precise Problem Statement <i>What? When? Where? Who? Why? How Often?</i>	Goal and Timeline <i>What? By When?</i>	Solution Actions <i>By Who? By When?</i>	Identify Fidelity and Outcome Data <i>What? When? Who?</i>	
What? When? Where? Who? Why? And How Often?	What is your goal and by when should it be reached?	What solutions are you putting in place that are <u>feasible</u> and you think will <u>have the desired outcome</u> ? Who will implement? By when?	What fidelity data will we collect? <ul style="list-style-type: none"> • How will you measure fidelity? • How often? • Who will gather and report it? What outcome data will we collect? <ul style="list-style-type: none"> • What data will measure outcomes (look at goals)? • How often gathered? • Who will report it? 	
Current Levels: How often is this precise behavior occurring (rate per minute, rate per day, frequency per hour)?				

Did it work?
(Review current levels and compare to goal)

Fidelity Data: Enter fidelity obtained (e.g., %). Level of Implementation <input type="checkbox"/> Not started <input type="checkbox"/> Partial implementation <input type="checkbox"/> Implemented with fidelity <input type="checkbox"/> Stopped Notes: Record level	Outcome Data (Current Levels): Enter current levels Comparison to Goal <input type="checkbox"/> Worse <input type="checkbox"/> No Change <input type="checkbox"/> Improved but not to goal <input type="checkbox"/> Goal met Notes: Record relation to goal
---	--

Next Steps
<input type="checkbox"/> Continue current plan <input type="checkbox"/> Modify plan <input type="checkbox"/> Discontinue plan <input type="checkbox"/> Other Notes: What next?

Notes: