

**PBS Meeting Minutes and Problem-Solving Action Plan Form**

**Today's Meeting**

Date:	Facilitator:	Recorder:	Data Analyst:
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**Next Meeting**

Date, time, location:	Facilitator:	Recorder:	Data Analyst:
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**Team Members (Place "X" Beside Name if Present)**


Agenda items	Time	Decide/inform/discuss
01.		01.
02.		02.
03.		03.
04.		04.
05.		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, Extinction, Consequences, Safety)	Implementation and Evaluation		
		Who?	By When?	Goal, Timeline, Decision Rule

**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?