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| **Meetings:** | **Date/Time:** | **Location:** | **Team Lead:** | **Recorder:** | **Data Analyst:** | **Communicator:** | **Time Keeper:** |
| Today’s Meeting |  |  |  |  |  |  |  |
| Next Meeting |  |  |  |  |  |  |  |

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| **Tier I Team Members** (Place “X” to left of name if present) | | | | | | | |
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| **Today’s Agenda** (Place “X” to left of item after completed) | | | | Agenda Items for Next Meeting: |
|  | Review Agenda (2 min) |  | Data Review (10 min) |  |
|  | Celebrations (3 min) |  | Administrative/General Issues (15 mins) |  |
|  | Review Previous Meeting’s Tasks (5 min) |  | Assign Action Items (5 min) |  |
|  | Meeting Foundations/Upcoming Data  (2 min) |  | Evaluation of Team Meeting (1 min) |  |

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| **Administrative/General Information and Issues** | | | | |
| Issue/Information | Discussion/Decision/Task | By When? | Who? | Staff Communication |
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| **Data Review**  *ODR Review for ODRs, SRSS-IE Spreadsheet, TFI Report at pbisassessment.org, PIRS Report, Annual Report* | | | | | |
| Data Tool | Discussion/Decision/Task | Goal | By When? | Who? | Staff Communication |
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| **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 ***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? |  |  |  |