

Team Member Meeting Checklist

Date: _____

Responsibility	Team Member Role		
	Facilitator	Data Analyst	Minute Taker
Primary Person			
Backup Person			

A: Before Team Meeting

A1. Advises Backup team member in advance if unable to attend meeting, so that Backup team member is prepared to assume role	✓	✓	✓
A2. Reviews SWIS data; identifies Potential New Problems (if any); asks Facilitator to add Potential New Problems to list of agenda items for upcoming meeting		✓	
A3. Asks team members for “New Business” agenda items; adds items to agenda list (including Potential New Problems identified by Data Analyst)	✓		
A4. Disseminates list of agenda items to Minute Taker and to other team members (or can disseminate list to team members other than Minute Taker at the start of the meeting)	✓		
A5. Uses list of agenda items from Facilitator to prepare electronic <i>Meeting Minutes and Problem-Solving Action Plan</i> form showing New Business Items and Potential New Problems			✓
A6. Reserves room for meeting	✓		
A7. Brings Team Notebook to meeting	✓	✓	✓
A8. Is ready to make the following available at meeting, as appropriate: <ul style="list-style-type: none"> • The SWIS ODRs per day per month and “Big 5” reports (used to identify/show potential new problems) • Custom or other reports (to confirm/disconfirm inferences regarding new problems; to show “pre-solution” data for identified problems that do not have currently implemented solutions; to show “post-solution” data for problems that do have currently implemented solutions) Data can be made available to team members via projection from LCD, laptop that can be passed from team member to team member; hard copies that can be passed from team member to team member; etc.		✓	

Responsibility	Team Member Role		
	Facilitator	Data Analyst	Minute Taker
B: During Team Meeting			
B1. Starts meeting on time	✓		
B2. Determines date, time, and location of next meeting (It is <u>highly</u> recommended that the schedule of team meetings be established in advance for the entire school year, rather than on a meeting-by-meeting basis)	✓		
B3. Ensures roles for next meeting have been established (if roles have not been permanently assigned)	✓		
B4. Coordinates “flow” of meeting, by initiating and managing discussion of: <ul style="list-style-type: none"> • Old business, Meeting Minutes • New business, Meeting Minutes • Old business, Problem-Solving Action Plan • New business, Problem-Solving Action Plan (i.e., application of TIPS model to identifying and addressing new problems) • Evaluation of meeting (optional) 	✓		
B5. Prompts team (as necessary) with the TIPS problem-solving “mantra”: <ul style="list-style-type: none"> • Do we have a problem? (<i>identify problems</i>) • What is the precise nature of the problem? (<i>define & clarify problems with precision</i>) • Why does the problem exist, and what can we do about it? (<i>develop & refine hypotheses; discuss & select solutions</i>) • (For “old” problems) Is our plan being implemented and is it working? (<i>develop & implement Action Plan; evaluate and revise Action Plan</i>) 	✓		
B6. Presents overview of findings from review of current data and initiates discussion of: <ul style="list-style-type: none"> • Identification of new problems • Status and effectiveness of currently implemented solutions, especially as compared against team’s goal, timeline, and decision rule for a targeted problem 		✓	
B7. Asks for clarification of tasks; completes <i>Meeting Minutes and Problem-Solving Action Plan</i> form			✓
B8. Is active participant in meeting (applies to ALL team members)	✓	✓	✓
B9. Ends meeting on time	✓		
Responsibility	Facilitator	Data Analyst	Minute Taker

C: After Team Meeting

C1. Disseminates completed copy of <i>Meeting Minutes and Problem-Solving Action Plan</i> form to all team members within 24 hrs.			✓
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_____ Team Information

School: _____

2014-2015

Team Facilitator _____ **Administrator** _____

Minute Taker _____ Data Analyst _____

2014-15 MBI Meeting Schedule

Meeting minutes are located in _____

Purpose of Meeting:

MBI Team Members

Roles	Name	Email	other

Team Agreements/ Norms:

- 1.
- 2.
- 3.
- 4.
- 5.