**VTSS - Division TEAM**

**Team Meeting and Problem-Solving Action Planning Form**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Today’s Meeting:** | Click here to enter a date. | Time: Click | Location: Click | Facilitator: Click | Minute Taker: Click | Time Keeper: |
| **Next Meeting:** |  | Time: Click | Location: Click | Facilitator: Click | Minute Taker: Click |  |

**Team Members (bold are present today):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Today’s Agenda Items Next Meeting Agenda Items | | |  | Potential Problems Raised |
| 1. Introductions – Who is our team? 2. Celebrations 3. Update from division – Where are we now? 4. Overview of VTSS 5. Description of Roles and Responsibilities 6. Discussion of Upcoming Events and Implementation Activities |  |  |  |  |

**Administrative/General Information and Issues**

| Information for Team, or Issue for Team to Address | Discussion/Decision/Task (if applicable) | Who? / When ? |
| --- | --- | --- |
| Introductions – Who is our team? |  |  |
| Celebrations |  |  |
| Update from the division – Where are we now? |  |  |
| Overview of VTSS |  |  |
| Description of Roles and Responsibilities  Discussion of Upcoming Events and Implementation Activities |  |  |
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| --- | --- | --- | --- |
| **Evaluation of Team Meeting** (Mark your ratings with an “X”) | **Our Rating** | | |
|  | Yes | So-So | No |
| 1. How well did we use our norms of collaboration in the meeting today? | 🞏 | 🞏 | 🞏 |
| 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? | 🞏 | 🞏 | 🞏 |
| If some of our ratings are “So-So” or “No,” what can we do to improve things? Click here to enter text. | | | |