**VTSS – School Implementation Team**

**Team Meeting and Decision Making/Action Planning Form**

| **Today’s Meeting:** |  | Time: Click | Location: | Facilitator: Click | Minute Taker: Click | Time Keeper: |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | Process Observer: |  | Encourager: |  |  |
| **Next Meeting:** |  | Time: Click | Location: Click | Facilitator: Click | Minute Taker: Click | Time Keeper: |
|  |  | Process Observer: |  | Encourager: |  |  |

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

**Norms:**

| **Today’s Agenda Items** |  | **Next Meeting Agenda Items** |  | **Potential Problems Raised** |
| --- | --- | --- | --- | --- |
| 1. Celebrations 2. Announcements 3. Administrative/General Information and Issues 4. Implementation Planning and/or Issues 5. Previously Defined Issues or Concerns 6. New Issues or Concerns |  |  |  |  |

**Administrative/General Information and Issues**

| **Information for Team, or Issue for Team to Address** | **Discussion/Decision/Task (if applicable)** | **Who? / When?** |
| --- | --- | --- |
| Celebrations – 5 minutes |  |  |
| Announcements –5 minutes |  |  |
| Administrative/General Information and Issues |  |  |
| Implementation Planning and/or Issues |  |  |
| Previously Defined Issues or Concerns | Celebrations, barriers, updates/directives from executive leadership team  Fidelity of Implementation to date:  Outcomes to date: |  |
| Data driven Issues or Concerns  ***Refer to Decision Making Form for action planning!*** | Brief description including; driving factors, previous successes, barriers, updates/directives from executive leadership team |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 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? | 🞏 | 🞏 | 🞏 |
| 5. Are we using our data dashboard in a meaningful way? | 🞏 | 🞏 | 🞏 |
| If some of our ratings are “So-So” or “No,” what can we do to improve things? Click here to enter text. | | | |