|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Time | Location | Facilitator | Time-keeper | Recorder | Data Manager | Communicator |
|  |  |  |  |  |  |  |  |

****

Others present:

|  |
| --- |
| **Status of Tasks from last meeting** |
| 1.  2. | |

**Data Report (Precise Problem: what, where, who, when, why)**

|  |
| --- |
| 1. |
| 2. |

**Action Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| Action Steps (What and how) | Who? | When? | Goal with Timeline |
| Prevention  Recognition  Extinction  Correction  Data Collection |  |  |  |

**Upcoming Events** (Kick-off, Booster, Assessment, PBIS store, Celebration, etc.)

|  |  |  |  |
| --- | --- | --- | --- |
| Events and Dates | Assigned Tasks | Who | When |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Next Meeting Date\_\_\_\_\_\_\_/Time\_\_\_\_\_\_\_\_\_/Location\_\_\_\_\_\_\_\_**