##### PBIS Team Meeting Agenda

Date: Location:

Persons present:

|  |  |  |  |
| --- | --- | --- | --- |
| **Item or Issue** | Time | **Action Needed** | **Person Responsible** |
| Celebrations-  |  |  |  |
| Announcements:  |  |  |  |
| Review past meeting notes, process observations |  |  |  |
| Action Reports |  |  |  |
| Issue 1:  |  |  |  |
| Issue 2:  |  |  |  |
| Issue 3:  |  |  |  |
| Issue 4:  |  |  |  |
| Prioritize Items |  |  |  |
| **Total Amount of Time Needed:** |  |  |  |
|  |  |  |  |
| Newly Identified Item 1 (arising from Celebrations, Announcements, Notes Review, Action Reports, or Issue Discussions, **to be discussed today**) |  |  |  |
| Newly Identified Item 2 |  |  |  |
|  |  |  |  |

**\*Key to Action Needed**

 **I =** for Information only

 **R =** for Reflection

 **R-D** = for Reflection and Decision

 **D** = for Decision