**PBIS Agenda & Meeting Minutes**

 **Date:**

**Time:**

**Location:**

**Norms: (list)**

**Members:** (list members and put in **BOLD** if present --- if you use this as a template, then you only have to BOLD those present and not re-type them each meeting).

**Meeting Roles:** Facilitator: Notetaker: Timekeeper/encourager: Parking Lot: Processor: Normkeeper: Snack Provider:

**Meeting Goals:**

**Meeting Objectives:**

**Homework before the meeting:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Agenda Item / Time/Who*** | ***Discussion******(notes from the agenda item)*** | ***What?*** ***Actions/Tasks/Decisions/Next Steps*** | ***Who******Responsible*** | ***When?*** |
| **Time: 5 Minutes****Celebrations**  |  |  |  |  |
| **TIme: 5 Minutes****Updates from last agenda****Who (presents):** |  |  |  |  |
| **Time:****Agenda item:** **Who:**  |  |  |  |  |
| **Time****Agenda item:****Who:** |  |  |  |  |
| **Time****Agenda item:** **Who:** |  |  |  |  |
| **Time****Agenda item:** **Who:** |  |  |  |  |
| **Agenda for next meeting:** |  | **Facilitator:** **Notetaker:** **Timekeeper/encourager:****Parking Lot:** **Snacks:** |  |  |
| **What worked about the content and process of this meeting?****What would improve the next meeting’s content and process?** |  |  |  |  |

**Parking Lot items (this can be a running list; check off item once addressed – becomes a history of items accomplished during the year):**

**Who needs these minutes or talking points from these minutes? (Staff? Team? Central Office?)**