Positive Behavioral Interventions & Supports (PBIS)
Team Meeting Evaluation

Date: _____________________   Recorder: _____________________

1. Was someone designated to chair/convene the meeting?   Yes  No
2. Was someone designated to record decisions?   Yes  No
3. Did you develop and review an agenda at the beginning of the meeting?   Yes  No
4. Did you follow-up on tasks from the last meeting?   Yes  No
5. Was data used to determine a precision statement?   Yes  No
6. Did the team develop a hypothesis as to why the problem may be sustaining?   Yes  No
7. Was an intervention plan developed to address the identified school-wide problem?   Yes  No
   (prevention, teaching, acknowledgment, consistent discipline, supervision)
8. Was the action plan updated?   Yes  No
9. Was there a designated person for each activity in the action plan?   Yes  No
10. Did everyone have an opportunity to participate in the discussion?   Yes  No
11. Was there a plan for communicating updates with stakeholders? (celebrations, data, input, decisions)   Yes  No
12. What changes would you make in how the meeting was conducted?

Evaluation of Team Meeting (Mark your ratings with an “X”)

<table>
<thead>
<tr>
<th>Our Rating</th>
<th>Yes</th>
<th>So-So</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Was today’s meeting a good use of our time?</td>
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<tr>
<td>2. In general, did we do a good job of tracking whether we’re completing the tasks we agreed on at previous meetings?</td>
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<td>3. In general, have we done a good job of actually completing the tasks we agreed on at previous meetings?</td>
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<td>4. In general, are the completed tasks having the desired outcomes?</td>
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</table>

If some of our ratings are “So-So” or “No,” what can we do to improve things?

Adapted from Florida’s PBIS Project at USF