

PROBLEM-SOLVING TEAM DEVELOPMENT FORM

As a team, review the problem-solving team purpose. Discuss your team's understanding of the purpose — is there any thing you need clarified so everyone is clear? Is there anything you would add?

Develop your team purpose:

TEAM PURPOSE

Example: Team Purpose

- Develop and implement systems & interventions for academic and mental wellness
- Monitor fidelity of implementation of systems & supports
- Monitor academic and social progress for all students
- Screen, select, & refer students in need of Tier II & III supports

Review the team agreements. What agreements does your team need in place to be effective?

TEAM AGREEMENTS

Example: Team Agreements

Respect

- Before meeting: complete tasks, inform facilitator of absence/tardy, avoid side talk
- Start and end meeting on time
- During meeting: avoid side talk, stay focused
- Maintain confidentiality

Relevance

- Question implementation fidelity
- Make data-based decisions to define precision statements: what, where, when, who, why & how often

Reality

- Think about feasibility, social acceptability, & contextual fit

To maximize your team’s effectiveness, assign a team member to the following roles. If your staff is big enough assign a back-up person for each role.

Facilitator: sets the agenda and runs the meeting. The facilitator should be someone comfortable with keeping people on task and redirecting conversations if it goes off topic.

Minute Taker: takes down the important information from the meeting. The minute taker should be someone able to distill the most important details from the meeting that allow the team to track progress.

Data Analyst: Reviews data and provides necessary graphs and information to make informed intervention decisions (i.e.: aggregated screening data, intervention outcomes; progress monitoring)

Administrator: Principal, Superintendent or Lead Teacher with the capacity to allocate resources and support decision making. It is best if the administrator is not the facilitator.

TEAM MEMBERS

	Facilitator	Minute Taker	Data Analyst	Administrator	Others
Primary					
Back-Up					

Develop your meeting schedule below:

TEAM MEETING SCHEDULE

When	Where	Start/End Time	Location of Meeting Minutes

Congratulations! You are on your way to an effective problem-solving team process! Save this document with your team minutes. You may want to put your team purpose and agreements at the top of your meeting agenda.

