



NeMTSS
FRAMEWORK



Meeting Record



**NEBRASKA CENTER FOR RESEARCH ON
CHILDREN, YOUTH, FAMILIES & SCHOOLS**

University of Nebraska–Lincoln Implementation Support Team

Date:	
Personnel Present	Personnel Absent

Regular Business

Task	Completed	Not Completed – Date will Complete
Data review: (type of data reviewed) <ul style="list-style-type: none"> ○ Instructional data ○ Screener data ○ In-Program data/Mastery Checks ○ Progress Monitoring data ○ Outcome data ○ Other 		
Monitor progress of implementation plan/action plan: plan for tasks not completed		
Share feedback from staff		
Problem Solving: address concerns brought to team or those evidenced by data		
Communication Plan/Follow-up		

Actions Needed

Task	Who Responsible	Date to Complete

New Business

Topic/Issue Addressed	Decision Made/Follow-Up

Problem Solving/Data-Based Decision Making

Problem:	
Problem Identification	
How was problem identified?	
What data was used?	
Problem Analysis	
What process was used to determine potential reasons for problem?	
Goal Setting	
What do you want to accomplish? By when?	
Action Plan	
What steps need to be taken to accomplish the goal?	
Plan Evaluation	
How will you determine effectiveness of your decision?	

Communication Needed as Result of Meeting

What needs to be Communicated and to Whom	Who will Communicate This and How	When will it be Communicated	How will Feedback be Made?