



# INDIVIDUAL PROBLEM SOLVING MEETING NOTES

Student \_\_\_\_\_

Date \_\_\_\_\_

Teacher \_\_\_\_\_

School \_\_\_\_\_

Members in Attendance:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## Problem Identification

- What is the problem?
- What is the discrepancy between what is expected and what is occurring?

## Problem Analysis

**Based on RIOT information.....Review, Interview, Observe, & Test**

The Hypothesis is: (write the discrepancy statement followed by the word *because*)

## Plan Development

- What is the goal?

- What is the intervention plan to address the goal?
  - Who will be implementing it?
  - What materials will be used?
  - Where will it occur?
  - How often will it happen (frequency & duration)?
  - When will it begin?
  
- How will progress be monitored?
  - Who will gather the data?
  - What materials will be used?
  - Where will the data be gathered?
  - When will the data be gathered?

### **Plan Implementation**

- Who will be the "buddy" for this plan?
- Who will graph the data?
- How will that person get the data?

### **Plan Evaluation**

- When will the follow-up meeting be?