

**Meeting Minutes For Cheryl and Her Team  
July 7, 2003**

Present: Jennifer, Katie, Tonya, Cheryl, Tony, Troy

<b>Activity</b>	<b>Person Responsible</b>	<b>Date to be Completed</b>
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Upcoming Meetings

Team meeting on 7-13-03 at Cheryl's house (starts at 3.00)

Team meeting on 7-24-03 to share findings & confirm hypothesis at Cheryl's house (starts at 4.00 pm)

Team meeting on 7-31 to share written functional assessment and begin PBS planning at Jennifer's office in the conference room (starts at 3.30 pm)

Indirect Assessment

- |                              |                      |                   |
|------------------------------|----------------------|-------------------|
| • Interview with Cheryl      | Jennifer             | 7-10-03           |
| • Interview with Steve       | Katie                | 7-10-03           |
| • Interview with Mr. Roberts | Katie                | 7-10-03           |
| • at the grocery store       |                      |                   |
| • Interview with Cheryl's    | Jennifer             | 7-10-03           |
| • little brother Timmy       |                      |                   |
| • Sleep checklist            | Tonya (Cheryl's Mom) | 7-7-03 to 7-24-03 |

Direct Observations

- |   |                  |   |
|---|------------------|---|
| • FAI Observation Form<br>(3 hour sessions at home/community) | Jennifer         | 7-10-03 (3:00PM-6:00PM)<br>7-11-03 (4:00PM-7:00PM)<br>7-12-03 (7:00AM-8:30AM) |
| • FAI Observation Form<br>(1 hour-interobserver agreement)    | Jennifer & Katie | 7-10-03 (3:00PM-4:00PM)   |
| • FAI Observation Form<br>(1 hour session at school)          | Katie            | 7-10-03 (10:00-11:00AM)   |

Activity	Person Responsible	Date to be Completed
<ul style="list-style-type: none"> <li>FAI Observation Form (2 hour session at girl scouts)</li> </ul>	Katie	7-12-03 (3:30PM-5:30PM)
<ul style="list-style-type: none"> <li>ABC Checklist (at home before and after school)</li> </ul>	Tonya	7-9-03-7-16-03
<ul style="list-style-type: none"> <li>Duration and frequency of Episodes at the grocery store</li> </ul>	Tonya	7-9-03-7-16-03
<ul style="list-style-type: none"> <li>Written Functional Assessment Report</li> </ul>	Tonya & Katie	7-31-03