

Comment [a1]: This document is intended to serve as an EXAMPLE of a meeting record; NOT as a TEMPLATE.

Prevention Research Team Meeting		10-4-06		
Present: Stephen, Arlene, Brian, Greg, Mallory, Christine, Sara, Ann		1:30 PM, PR Office		
Tasks	Person	Due	Status	
Office Organization/Management				
Check printer paper & office supplies weekly	Sara	ongoing		
Recruitment				
Submit AC approval to do research in schools	Mallory/Sara	Oct 1	In progress	
Assign RAs to schools for first meeting/contact	TEAM	Oct 4	Done	
Instruments/Measures				
A. Teacher-reports of student behavior (BASC, BRIEF, R/P)				
Discuss <i>CAB</i> (v. <i>BASC</i>)	Brian/Mal/ Stephen/Ann	Oct 5		
Check on availability of <i>BASC</i>	Stephen	Sept 20	Done	
Check on availability of <i>BRIEF</i>	Stephen	Oct 4		
Decide whether to use parent versions	TEAM	Oct 4	Done (no)	
Order <i>BASC</i> (or <i>CAB</i>) & <i>BRIEF</i> for fall administration	Stephen	asap		
B. Classroom Management Assessment Protocol (CMAP) (teacher survey + "blind" observers)				
Draft CMAP preliminary technical report -	Sara	Sept 6	In progress	
Complete preliminary item analysis	(Melinda)	Oct 11	In progress	
Revise based on analysis & item review	Brian/Sara/ Christine	Oct. 13		
Draft student-report version	Brian, Sara/ Christine	Oct 6	In progress	
Pilot student-report version				
Present/revise teacher observation protocol	Chris./Sara	Oct 18	In progress	
C. Classroom Atmosphere Rating Scale (CARS) (obs.)				
Pilot in 2-3 classrooms (take IOA)	Brian/Mal	Sept 27		

D. Treatment fidelity: (RA observations)			
Revise fidelity measure per discussion	Greg	Oct 4	
Draft teacher post- <i>TFGA</i> training questionnaire	Greg	Oct 4	
<i>TFGA</i> Curriculum			
Draft goal-setting activities lesson & worksheets	Sara/Brian	Sept 27	In progress
<i>On-the-Spot Assessment</i> (6 per teacher)			
Video pilot of OTS script at PK Yonge	Mallory	Sept 20	3 Done
School Liaison Work			
Finalize agenda for first school team meeting	Christine	Oct 4	Done
Schedule meetings asap	RAs	Oct 6	
Make handout for school meeting	Brian/Greg	Oct 6	
Make RA checklist for school meeting	Greg	Oct 6	
Draft excel file for school-related RA tasks	Greg	Oct 11	
Data File Management.			
Clean up/organize Agg files on office computer	Brian	Aug 21	
Manage PRT files on extranet and office computer	Brian	ongoing	
Set up new database for PR Project analyses	Swetha	Sept	In progress
Present info on data mgt compliance issues	Swetha	Oct	
Data Analysis			
Composite score & HLM analyses 03-04 data	Arlene	Sept	Done
Manuscript Development			
Treatment fidelity		fall	
Cluster analysis		fall	
Composite (risk) profile analysis (2?)		spring	
Compare scores w/ teacher nominations			
Analysis of high risk kids' outcomes			
Development & properties of CMAP		summer	
Modification & properties of CARS		summer	
Other/General			
Train RAs on instrument administration	TEAM	Oct 11	
Recruit student observers – draft announcement	Sara/Chris.	Sept 27	

Re-submit IRB w/ definite plans/measures	Ann/Brian	Sept 11	Done
<p>*Next Meeting: Oct 11, 1:30 pm</p> <p>Major Topics:</p> <ul style="list-style-type: none">• Instrument ordering & copying• CARS pilot• CMAP survey & observation protocols• Report on school meetings• Training schedule			