**Date:**

|  |  |
| --- | --- |
| **Meeting Norms:** | **The 4 Questions That Drive Our Work:**   1. **What do we want our students to learn?** 2. **How will we know they have learned it?** 3. **How will we respond when a student experiences difficulty?** 4. **How will we respond when a student already knows it?** |

**Team Members Present: Team Members Absent:**

**Materials to bring to meeting:** **Goals/Outcomes:**

**SMART Goal:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic for Discussion** | **Who?** | **Estimated Time** | **Minutes** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Next Meeting Ideas |  |  |  |
| Success from Today |  |  |  |
| Questions and Concerns |  |  |  |

**Expectations for Agendas and Minutes**

**Agendas:**

* Should be given to all team members **at least** a day in advance.
* Should include goals or expected outcomes.
* Should include specific topics for discussion with estimated times listed.
* Should include meeting norms agreed upon by team.
* Should use the format shown above.

**Minutes:**

* Should be typed in the minute’s column of the agenda.
* Should be emailed to all PLC participants within 2 days.
* Should be read by all PLC participants. If absent, staff should read minutes from all missed meetings.
* Email or hand-deliver completed meeting notes to building administration.