



PLC AGENDA

Site(s)/Classrooms: _____
 Meeting Time: Begin: _____ End: _____
 Team Leader/Facilitator: _____
 Date: _____ Location: _____
 Title/Purpose of Meeting: _____

4 Critical Questions:

1. What do we want each student to learn?
2. How will we know when each student has learned it?
3. How will we respond when a student experiences difficulty in learning?
4. What will we do if they already know it?

Please bring: Materials from last meeting; your thoughts and ideas relative to the topics on our agenda!

Agenda Items	Time	Notes
I. Welcome, outcomes for the meeting, and review of norms (see end of agenda)	__m	•
II. [Item 2]	__m	•
III. [Item 3]	__m	•
IV. [Item 4]	__m	•
V. [Item 5]	__m	•
VI. Review of actions needed and Closure	__m	•

Actions Needed	By Whom	By When
•	•	•
•	•	•
•	•	•
•	•	•
•	•	•
•	•	•
•	•	•
•	•	•

Topics for Discussion/Review at Future Meetings:

•

Roles and Responsibilities (first and last name):

Norms keeper: _____

Time keeper: _____

Norms/Commitments

1. _____
2. _____
3. _____
4. _____
5. _____