

PLC AGENDA/MINUTES

Team: _____ Building: _____

Location: _____ Date: _____ Time: _____

Facilitator: _____ Recorder: _____

Attendees:

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

Absentees:

_____	_____	_____
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Describe the focus and results of this PLC meeting (*please be specific with respect to the actions steps taken at the meeting*). Attach any products, articles, etc., as completed.

_____	_____
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Describe what will happen before the next meeting (in the classroom and/or professionally):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____