**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PLC**

**Date, Agenda and Action Record**

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| --- | --- |
| **Team Members Present:**  Recorder:  Time Keeper:  Co-Facilitators:  Scribe: | **Team Norms:** |

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| --- | --- |
| **Goals of Meeting:** | **Focus Goal:** |

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| **Materials Needed** |  |
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| **Time** | **Agenda Steps:** | **Notes:** |
|  | Connections |  |
|  | Norms Review and Clarification  Share of (some) reflections from last meeting |  |
|  | Agenda Review |  |
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| **Discussion Summary:** |

Next Steps:

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| --- | --- | --- |
| **Time** | **Action Steps: What** | **When, Who and How** |
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|  |  |  |
|  | Goals and Agenda for Next Meeting: | Date, Time, Place |
|  | Other: |  |
|  | Norms Review: (How did we do?) |  |
|  | Reflections: | * 1 thing I learned… * 1 question I have… * Comments… |

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| Our Norms | How Did We Do 1-5  (1= Lots of Challenges /5=Fine) |
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