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

 **Date, Agenda and Action Record**

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

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

|  |  |
| --- | --- |
| **Materials Needed** |  |
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| --- | --- | --- |
| **Time** | **Agenda Steps:** |  **Notes:**  |
|  | Connections |  |
|  | Norms Review and ClarificationShare 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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