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 **Meeting Agenda / Action Record**

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| **NORMS OF COLLABORATION: Pausing, Paraphrasing, Posing Questions, Putting Ideas on the Table, Providing Data, Paying attention to Self and Others, Presuming Positive Intentions****TEAM NORMS:**  |

**TEAM NAME: DATE:**

**Roles:**

* **Facilitator:**
* **Time Keeper:**
* **Recorder:**
* **Data Processor:**
* **Process Observer**

**Acceptable PLC actions by Critical Question:**

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| **Question #1** | **Question #2** | **Question #3** | **Question #4** |
| **What do we want students to learn?**1. Create SMART Goals
2. Plan units
3. Create Readiness Checks
4. Analyze Readiness Check results
5. Review lesson plans for the week
6. Review content to be covered
7. Discuss different strategies/ideas
 | **How do we know they’ve learned it?**1. Create common assessments and rubrics
2. Discuss various formative assessment strategies
3. Review and discuss assessment data

 | **What do we do when students don’t learn it?**1. Discuss strategies to help students who did not learn it
2. Create plans for re-engagement or re-assessment
3. What worked for success
 | **What do we do when students do learn it?**1. Discuss strategies for enrichment
2. Create extension activities
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| **Purpose / Goal(s) for this meeting:** Create a common assessment |

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| **Meeting Topics:**  |  **Desired Outcomes:** |

**MEETING MINUTES**

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| **Team Members**  | **Team Members Absent** |

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| **Discussion / Summary:**  |

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| **Action Steps:** | **Person Responsible:** |

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| **Agenda Items for next meeting:** | **Artifacts attached from this meeting:** |

**Date of next meeting:**

**Date Action Record distributed by:**