Collaborative Team Meeting Agenda

Week beginning **19.08.19**

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| **Our Team Agreements:** |
| Topics (link to docs):LinksUnit PlannersMaths & Literacy PSES PrioritiesTeam StrengthsFrench GroupsBehavior GuideTeam Leader Mtg NotesAssessment Calendar | Attendees: Facilitator: Notetaker: Timekeeper:  | Please categorise the items on the agenda: |
| **PURPOSE****I** - Informing**U** - Understanding**R** - Recommending**D** - Deciding**C** - Celebrating | **PLC QUESTION****Q1** - What is our/our students’ learning goal?          **(essential standards)****Q2** -How will we know if we/they have learned? **(team-developed common assessments)****Q3** - What will we do if we/they don’t learn?           **(systematic** **interventions)****Q4** - What will we do if we/they already know it?           **(extended learning)** |

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| Weekly Meetings’ Objectives:1.  |

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| **Monday PLC Meeting** |
| **Time/****Min. \*** | **Cate- gory** (see blue above) | **To be Prepared for Agenda Item****(data, materials, etc.)** | **Activity/Discussion:** | **Next Actions:** |
|  |  |  | Review Plus/Deltas from previous week (See Friday) |  |
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|  |  |  |  |  |
|  |  |  | Review next steps from this meetingUse format [Name] will do [task] by [Date]. |  |
| **Tuesday  PLC Meeting** |
| **Time/****Min.** | **Cate- gory** (see blue above) | **To be Prepared for Agenda Item****(data, materials, etc.)** | **Activity/Discussion:** | **Next Actions:** |
|  |  |  | Review next actions from our previous meeting |  |
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|  |  |  |  |  |
|  |  |  | Review next steps from this meetingUse format [Name] will do [task] by [Date]. |  |
| **Wednesday PLC Meeting** |
| **Time/****Min.** | **Cate- gory** (see blue above) | **To be Prepared for Agenda Item****(data, materials, etc.)** | **Activity/Discussion:** | **Next Actions:** |
|  |  |  | Review next actions from our previous meeting |  |
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|  |  |  |  |  |
|  |  |  | Review next steps from this meetingUse format [Name] will do [task] by [Date]. |  |
| **Thursday PLC Meeting** |
| **Time/****Min.** | **Cate- gory** (see blue above) | **To be Prepared for Agenda Item****(data, materials, etc.)** | **Activity/Discussion:** | **Next Actions:** |
|  |  |  | Review next actions from our previous meeting |  |
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|  |  |  |  |  |
|  |  |  | Review next steps from this meetingUse format [Name] will do [task] by [Date]. |  |
| **Friday PLC Meeting** |
| **Time/****Min.** | **Cate- gory** (see blue above) | **To be Prepared for Agenda Item****(data, materials, etc.)** | **Activity/Discussion:** | **Next Actions:** |
|  |  |  | Review next actions from our previous meeting |  |
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|  |  |  | What can be improved from our collaboration time this week? (Reflect on Team Agreements--collect data?)

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| **+ Plus** | **▲ Delta** |
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Feed forward... |  |

\*If time allocated for an agenda item goes beyond 5 minutes, a PLC question should be included (clearly indicate/justify the use of time within a Q1, Q2, Q3, Q4)