Collaborative Team Meeting Agenda

Week beginning **19.08.19**

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| **Our Team Agreements:** | | | |
| Topics (link to docs):  Links  Unit Planners  Maths & Literacy PS  ES Priorities  Team Strengths  French Groups  Behavior Guide  Team Leader Mtg Notes  Assessment 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) |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | Review next steps from this meeting  Use 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 |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | Review next steps from this meeting  Use 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 |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | Review next steps from this meeting  Use 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 |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | Review next steps from this meeting  Use 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?)   |  |  | | --- | --- | | **+ Plus** | **▲ Delta** | |  |  |   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)