


### Bragg Elementary Team Meeting Agenda

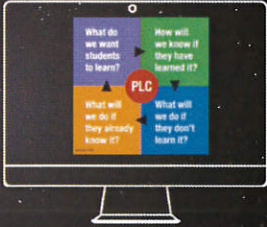
Date/Time/Location	Norms and Protocols	Our Purpose
<p>March 16 @ 3</p> <p>We will meet in the Art room</p>	<ol style="list-style-type: none"> <li>1. Never negative. Give out good advice.</li> <li>2. Have fun and be creative when working on tasks.</li> <li>3. Share and receive ideas from others.</li> <li>4. Respect everyone- FOLLOW THE GOLDEN RULE!</li> <li>5. Be mindful of body language.</li> <li>6. Focus on time management.</li> <li>7. Be helpful to each other. BE A TEAM PLAYER!</li> </ol>	<ol style="list-style-type: none"> <li>1. Data Collection and Analysis</li> <li>2. 10 Day Cycle Lesson Plans</li> <li>3. Planning for 21-22 school year</li> <li>4. Schoolwide Concerns</li> <li>5. PLC Process- 4th 9 week expectations</li> </ol>

Time	Activity / Topic	Minutes / Notes
2 min	Review Norms, Purpose, & Commitments	
8 min	Slides 11 and 12- Task Teams Can Tackle During Collaborative Meetings	Bottom of Agenda Handout- CHECKLIST
3 min	Learning By Doing	Update us on your teams progress- Amen, aha, so what
10 min	4th 9 weeks expectations	Create list of expectations as a GC
5 min	Grade-level Concerns- Open Discussion	
2 min	Next steps / agenda for next meeting	
2 min	How will you take this back to your team	How will you get your team's mindset ready for the work?
5min	Team celebrations	




Tasks teams can tackle during collaborative meetings:

- Explicitly structuring collaboration to improve classroom practice depends on tying every agenda item during weekly meetings to the four critical questions of learning:

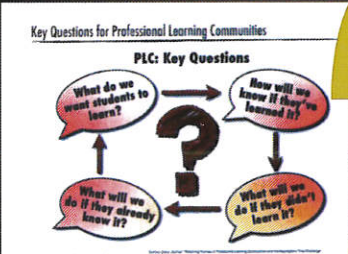




Take a look at the Checklist:



Key Questions for Professional Learning Communities

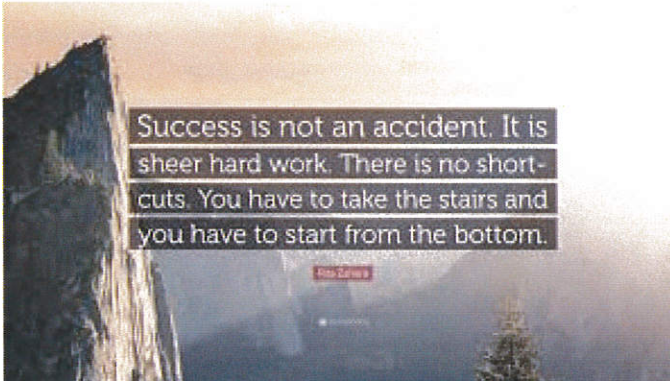
PLC: Key Questions

**SUCCESS**  
IS NOT AN  
**ACCIDENT.**  
IT IS THE **RESULT** OF  
**YOUR ATTITUDE,**  
AND YOUR ATTITUDE  
IS A  
**CHOICE.**

YOU CAN WIN

*Steve Jobs*



Success is not an accident. It is sheer hard work. There is no shortcuts. You have to take the stairs and you have to start from the bottom.

Steve Jobs