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**Professional Learning Team Meeting Agenda**

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| **Date:** **Time (Start and Stop):** **Location:**  |
| **Team Norms:** |
| **Team SMART Goal for the Quarter/Semester:** |
| **Purpose/Goal(s) for This Meeting:** |
| **In Attendance:**  | **Agenda Item 1: Agenda Item 2:**  |

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| **Meeting Minutes (Completed by the Recorder)** |
| Essential PLT Questions | Sample Activities | Meeting Discussion Notes Related to Questions |
| 1. What are the essential content and skills that students must acquire to be successful at this grade level and in future grades? |  |  |
| 2. What do our assessments look like? How are we assessing students’ acquisition of essential knowledge and skills? How are we ensuring consistent assessment practices throughout our PLT? |  |  |
| 3. What does high-quality instruction look like? What types of instructional practices are most likely to help students successfully acquire essential knowledge and skills? How are we ensuring consistently highquality instructional practices throughout our PLT? |  |  |
| 4. How are we, as a PLT, supporting students who do not initially master essential knowledge and skills? How are we, as a team, challenging students who easily and quickly master essential knowledge and skills? |  |  |

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| **Meeting Minutes (Completed by the Recorder)** |
| Essential PLT Questions | Sample Activities | Meeting Discussion Notes Related to Questions |
| 5. How do our grading practices reflect mastery of essential knowledge and skills, ensure consistency across our grade level, and ensure a logical progression of rigor from grade to grade? |  |  |
| **Electronic documents resulting from the meeting are as follows (see attached):** |

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