**Planning Activity: Notes regarding Year \_\_**

To plan for the full 10 week period, the PLT need to consider and note specifics of activities, roles and responsibilities, dates and deadlines.

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| Date of Meeting: |  |
| Term: |  |
| Faculty:  |  |
| Faculty Members present: |  |
| Year \_\_ | We will: |
| Planning Matrix |  |
| Literacy / Numeracy |  |
| Interpretation of Current Data: |  |
| Formative Assessment: |  |
| Intervention strategies: |  |
| Feedback:  |  |
| Moderation: |  |
| Review Plans: |  |
| Review Targets and celebrate: |  |