**Activity: Determining who, what, when, where and how?**

**(of your PLT)**

**Who:**

* Which year levels are we focusing on?
* Who will be in the teams:
* Who is leading the team?
* Is each teacher recording the minutes or the weekly meetings (templates on Shared Docs)?
* Who is recording the planning meeting information?

**What:**

What are you going to do, create a plan to address the structural issues of:

* Which subjects are the focus
* Where to record information
* What is tight and loose

**When:**

* All team members must be on time and stay for the whole time
* Are all teachers aware that this is mandated timetabled time, late arrival or early departure is not acceptable?

**Where:**

* Decide on a suitable location for the meeting (not R Block).
* Decide where information/resources are to be stored for sharing.

**How:**

* Determine methods of communication outside of meetings.
* How do you share data – electronic / paper?
* How do you make decisions?
* How do you ensure absent teachers receive this information?