

Materials to bring to meeting: _____

Recorder: _____

Members Present		
1.	5.	9.
2.	6.	10.
3.	7.	11.
4.	8.	12.

Start Time:

End Time:

Meeting Norms:

SMART Goal for the year: By the end of the year...

Action Items	Who?	Est. Time	Minutes/Notes
Data Dig: What data is guiding this meeting?			
Meeting Objective:			
Unfinished Business:			
New Business:			
Open Agenda (if time allows)			
Things to do before our next meeting:			

- PLC Four Critical Questions
- ✓ C-What do we want our students to learn?
 - ✓ A-How will we know they have learned it?
 - ✓ R-How will we respond when a student does not meet mastery?
 - ✓ E-How will we respond when a student exceeds mastery/expectation?