

Lincoln PLC Meeting Agenda / Action Record

PLC 2018-19 Goal:	
Collective Commitments:	Team Norms:
Materials Needed:	

TEAM NAME:

Meeting Type:

DATE:

ROLES	
Mandatory	Suggested/Optional
Facilitator:	Data Collector:
Agenda Recorder:	Checklist/Materials Manager:
PLC Template Editor:	
Agenda Creator:	
Time Keeper:	
CFA/Rubric Creator(s):	

<p>Essential Standards/Learning Targets/I Can Statements that students NEED to learn</p> <ul style="list-style-type: none"> • • •

<p>Meeting Topics:</p> <p>1.</p>	<p>Desired Outcomes:</p> <p>1.</p>
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MEETING MINUTES

<u>Team Members</u>	<u>Team Members Absent</u>
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1.	1.

Discussion / Decision Summary:

Action Steps (What needs to be done before the next meeting?): 1.	Persons Responsible (What are the responsibilities of each member?): 1.
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Agenda Items for next meeting:	Artifacts attached from this meeting:
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Date of next meeting:Date of next meeting:

Date Action Record distributed by: