

Date

Attendees:	Roles: PLC Leader/Facilitator: Note Taker: Time Keeper: Norm Keeper:
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Specific Meeting Objectives:	Norms:
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Resources/prepare for meetings:

	<p>Connections</p> <p>Getting started</p> <ul style="list-style-type: none"> ● Agenda review ● Assign roles ● Review Pluses and Deltas from last meeting ● Follow up on any decisions or action items from last meeting.
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	<p>Meeting Review</p> <ul style="list-style-type: none"> ● 3-5 Takeaways ● Review any decisions, action items, or communication items. ● Discuss meeting plus and deltas (what went well and what could we improve upon?) 				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Plus</td> <td style="width: 50%; padding: 5px;">Delta</td> </tr> <tr> <td style="padding: 5px;">❖</td> <td style="padding: 5px;">❖</td> </tr> </table>	Plus	Delta	❖	❖
Plus	Delta				
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