

Professional Learning Team Meeting Agenda

Date: _____

Time (Start and Stop): _____

Location: _____

Team Norms:

Team SMART Goal:

Purpose/Focus for This Meeting:

All team members should come prepared with:

Facilitator: _____ **Timekeeper:** _____

Agenda Item 1: Review of Team Norms

Agenda Item 2:

Notes:

Agenda Item 3:

Notes:

Agenda Item 4: Determine focus for next meeting

Items for next Agenda:

