PLC Team Meeting Minutes

Date:_____

Name of PLC Team:_____

Team Goal(s)/Focus for the meeting:

Meeting Outcomes including Next Steps:

Data Used:

Questions and/or Concerns:

Signature of Those Present	Team Members Absent (Reason for Absence)

Facilitator:_____

Minutes Recorded by:_____

PLC Team Meeting Minutes

Topic	Discussion Points	Decisions Made

Team Assignments		
What	Who	When

Issues/Ideas/Questions our team needs help with:

Agenda Items for Next Meeting:

Signatures of Team Members:_____

_____