PLG AGENDA/NOTES

Date: ___________________

Group: ____________________

Facilitator: ____________________ Recorder: ________________

Presenter ____________________ Topic: ________________

Circle One: Data  Text  Adult Work  Student Work

Focus Question:

Outcome(s):

Protocol/Process:

AGENDA/NOTES:

1. Opening (3 min.) Facilitator presents overview of meeting plans and outcomes

2. Presenter shares work (Data, text) and participants respond (30-40 min) Facilitator guides conversation using a protocol to accomplish the outcomes

3. Reflections; Implications for our work (what will we each leave with that will impact our interaction with students and improve their learning?) (5-10 min) If this is not built into the protocol, facilitator ensures that the full group leaves with something they can use in their practice

4. Debrief (2 min) Facilitator guides group in reflection on how the process worked for presenter and others – what worked well? What might we want to adjust next time?

5. Agenda and roles for next meeting (5 min)

Next Meeting: Topic:

Facilitator: ____________________ Recorder: ________________

Presenter ____________________ Topic: ________________