

PLC Meeting Plan Template

Topic: _____

Date & Time: _____

Meeting Goals:

- _____
- _____
- _____

Preparation Needed: _____

Materials:

- _____
- _____
- _____

_____ *Minutes* **Welcome & Opener**

_____ *Minutes* **Introduction**

_____ *Minutes* **Meeting Content**

Main Points: _____

Practice Activities: _____

_____ *Minutes* **Planning for Action**

_____ *Minutes* **Celebrate and Evaluate**
