

ORH

PLC Meeting Summary Form

Team:

Date:

Time:

Participants:

Today we worked on (check all that apply):

___ Common Formative Assessment

___ Data Analysis

___ Daily Learning Target

___ Academic Vocabulary

___ Checking for Understanding

___ Best Practices

___ UBD

___ Other _____

1. What did we accomplish?

2. What are our next steps?

3. What is our focus for our next meeting?

Our next meeting will be:

Date:

Time:

Location:

The Facilitator for the next meeting will be: