**COOK COUNTY SCHOOLS**

**PLC MEETING MINUTES**

**School/Grade Level Team or Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Beginning time: \_\_\_\_\_\_\_\_\_\_\_\_

Meeting number: \_\_\_\_\_\_\_\_\_\_\_\_ Ending time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What do we want students to learn? What should they know and be able to do during this week/unit/course?
2. How will we know when they’ve learned? How will we monitor each student’s progress over time?
3. What will we do if they don’t learn? How will provide additional time and support for those students who have difficulty?
4. What will we do for students who already know the material?
5. Other:
6. Next meeting date, time, and location:
7. Assignments for next meeting: