

# Professional Learning Community Grade-Level Team Meeting Log

Team: \_\_\_\_\_ Date: \_\_\_\_\_

## Faculty/Staff Members Present


Team Meeting Guidelines Reviewed: Yes \_\_\_\_\_ No \_\_\_\_\_

## Instructional Overview

1. Where are we in reading?
2. Where are we in writing?
3. Where are we in math?
4. Where are we in social studies?

Content-Area Focus: \_\_\_\_\_

What do we want students to learn? (Look at instructional methods/strategies/best practices for upcoming topics and units.)

How will we know if they have learned it?

What types of assessments are being used to measure student learning and progress?

What types of assessments were discussed?

Are these common assessments? Yes No

## Notes:

What will we do if the student did not meet the learning goal listed?

What interventions or strategies have you tried or will you try?

What will we do if students already met the learning goal listed?

What types of extensions and opportunities for change are in place?

What will we do to continue our learning?

Questions/concerns/professional development/support:

