

G. TIPS FOR PRODUCTIVE PLC+ MEETINGS

BEFORE	NOTES
<ul style="list-style-type: none">• Co-develop an agenda with a detailed purpose, outcomes, and time allocations.• Distribute the agenda to each person.• Gather materials (chart paper, markers, electronic document, etc.).• Establish roles.• Review shared agreements.	
DURING	NOTES
<ul style="list-style-type: none">• Discussions and/or activities should match agenda items.• When time is up for an agenda item, decide whether to stop or continue.• Have a “parking lot” chart for ideas to revisit.	
CLOSURE	NOTES
<ul style="list-style-type: none">• Check in about process.• Determine next steps and next meeting date.• Share notes with team.	