G. TIPS FOR PRODUCTIVE PLC+ MEETINGS

BEFORE	NOTES
 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
 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
 Check in about process. Determine next steps and next meeting date. Share notes with team. 	

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