

# PLT Meeting Agenda / Action Record

TEAM NORMS:

TEAM NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

Roles:

➤ Facilitator: \_\_\_\_\_

➤ Time Keeper: \_\_\_\_\_

➤ Recorder: \_\_\_\_\_

Purpose / Goal(s) for this meeting:

Meeting Topics:

1.

2.

3.

Desired Outcomes:

1.

2.

3.

MEETING MINUTES (To be completed by the recorder):

Team Members Present

Team Members Absent

**Discussion / Decision Summary:**

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**Action Steps (week? Month? Qtr? Sem?):**

- 1.
- 2.
- 3.

**Person Responsible:**

- 1.
- 2.
- 3.

**Agenda Items for next meeting:**

- 1.
- 2.
- 3.

**Artifacts attached from this meeting:**

- 1.
- 2.
- 3.

**Date of next meeting:** \_\_\_\_\_

**Date feedback submitted:** \_\_\_\_\_