

# Meeting Protocol



| Facilitator Tasks :      |                                                                                  |
|--------------------------|----------------------------------------------------------------------------------|
| <input type="checkbox"/> | Develops and distributes the agenda prior to meeting.                            |
| <input type="checkbox"/> | Asks for observations.                                                           |
| <input type="checkbox"/> | Leads the meeting.                                                               |
| <input type="checkbox"/> | Maintains a positive, student-driven focus.                                      |
| <input type="checkbox"/> | Promotes collaboration and ensures all voices are heard.                         |
| <input type="checkbox"/> | Helps establish and assign action items.                                         |
| Recorder Tasks           |                                                                                  |
| <input type="checkbox"/> | Takes notes during the meeting.                                                  |
| <input type="checkbox"/> | Pastes the minutes in the established PLC folder.                                |
| <input type="checkbox"/> | Maintains organization in the shared folder.                                     |
| Timekeeper Tasks         |                                                                                  |
| <input type="checkbox"/> | Monitors the clock.                                                              |
| <input type="checkbox"/> | Keeps the team moving forward and on track.                                      |
| <input type="checkbox"/> | Calls for decision-making and tabling of topics when time is drawing to a close. |
| Leader Tasks             |                                                                                  |
| <input type="checkbox"/> | Reviews the norms and minutes from last week's meeting.                          |
| <input type="checkbox"/> | Serves as the progress monitor for actionable items.                             |

# Plc Meeting Protocol Template

**LL Leslie**

A decorative graphic consisting of a light blue horizontal bar with a rounded right end, and a red circular shape with a gradient, partially overlapping the bar's end.

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