**ABE Writing PLC Meeting**

 **Agenda**

**Meeting Objective/s:** Overview of PLC; Review Norms, Discuss TPT’s & DLTs, CO/CCSS

**Date: 8/22/2014 Time: 9:00 am – 12:00 pm**

**Norms:** To be created at this meeting

**Tasks Resources Activity Duration Expected Outcomes**

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| Introductions/assign minutes taker |  | Member Participation | 5 min | Official minutes-taker assigned |
| Review PLC | Handout – What is a PLC? | Read Definition | 15 min | Understanding the purpose of a PLC |
| Review Norms | Handout- Norms | Review and Edit | 15 min | Set clear norms for PLC meetings |
| TPT/Back to School | Notes | Discussion | 30 min | Understanding of TPT and what we’re focusing on |
| DLT | Notes | Review and Discuss | 30min | Understanding different stages |
| Break | Break | Break | 15 min | Break |
| Course Outlines | Course Outlines | Review Course Outlines | 15 min | Members are aware of CO Objectives |
| CO’s and Lesson Plans | Course Outlines | Create lesson plans in accordance with the CO’s | 45 min | Lesson plans by ABE writing level aligned to CO’s |
| Closure |  | Question/Answer | 10 min | Members have opportunity to ask questions and get answers |