

## Meeting Wise Template Adapted for School #35

Grade Level Team: \_\_\_\_\_

Location: Zoom

Date:

**\*\*\*REMEMBER TO MAKE A COPY FIRST\*\*\***

<b>Topic:</b>		<b>Attendees:</b>
		<b>Facilitator:</b>
		<b>Notetaker:</b>
		<b>Timekeeper:</b>
<b>Meeting objectives:</b> <ul style="list-style-type: none"><li>• Assessment calendar (update)</li><li>• Summer Institute</li><li>• PD plan for the year</li></ul>		
<b>To prepare for this meeting, please:</b> <ul style="list-style-type: none"><li>•</li></ul>		
<b>Schedule -</b>		
Time	Minutes	Activity