

# PLT Meeting Log

<b>PLT Name:</b>	<b>Members Present:</b>	<b>Date of Meeting:</b>	
		<b>Start Time:</b>	<b>End Time:</b>
<b>Focus of Meeting:</b>			
<b>Topics/Data Discussed:</b> <i>(What is the essential learning that we want students to know? What are the results of our common formative assessments?)</i>		<b>Implications of Data Discussed:</b> <i>(How will we enrich, extend, review, or remediate the essential learning objectives based on our data analysis?)</i>	
<b>Decisions Made:</b>		<b>Action Items/Next Steps:</b>	
<b>Reflections:</b> <i>(Today we realized..., We are beginning to understand..., etc.)</i>			