

## Figure 3.6: Meeting Agenda Template

Meeting Agenda		
Meeting Agenda for: _____		
Meeting Date: _____ Time: _____ Place: _____		
Facilitator: _____		
Participants: _____		
Meeting Tasks		
Time Limit	Objective	Results

Source: Adapted from Marzano, R. J., Heflebower, T., Hoegh, J. K., Warrick, P. B., & Grift, G. (2016). Collaborative teams that transform schools: The next steps in PLCs. Bloomington, IN: Solution Tree Press.