**PLC Agenda Template**

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| --- | --- | --- | --- | --- |
| Group Name: |  | | | |
| Location: | | Date of Meeting: | Start Time: | Finish Time: |

|  |
| --- |
| Purpose of Meeting:  Materials to Bring: |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Items | | | |
|  | Agenda Item | Time Allotted | Person Responsible |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |

|  |  |  |
| --- | --- | --- |
| Next Steps | | |
| Next Step | Person Responsible | Completion Date |
|  |  |  |
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