

PROFESSIONAL LEARNING TEAM MEETING NOTES

People Who Attended:

Facilitator:

Note Taker:

Meeting Date:

Meeting Start & End Times:

Topic	Key Points Discussed	Person to Contact for Follow-up/Questions

Actions to be taken before next meeting:

Activity	Person(s) Responsible	Do-By Date

Next Meeting

Date:

Start & End Times:

Location:

Facilitator:

Agenda items:

Bring to Meeting: