

Professional Circles Meeting Minutes

Date: _____

Attendance:

_____	_____
_____	_____
_____	_____
_____	_____

This must be completed by the facilitator after each meeting. Please make every effort to be specific. At the end of the Professional Circle, please submit attendance and minutes to the Peconic Teacher Center. Consult your district if there are additional requirements.

Topic: Please describe the specific topic that will be discussed at this meeting and what you hope to accomplish.

Please take notes of ideas, questions or decisions made during this meeting.

What made this a successful meeting? Have you made positive steps in achieving the goal of this professional circle?

