

# GRADE LEVEL/DEPARTMENT MEETINGS FORM

Building \_\_\_\_\_

Grade Level or Department \_\_\_\_\_

Date of Meeting \_\_\_\_\_

Start/End Time \_\_\_\_\_ Minutes \_\_\_\_\_

Teacher in Attendance (Each teacher signs in)

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Agenda Items and Brief Summary of Discussion or Work Completed

**1**

**2**

**3**

**4**