

Meeting - November 11	Team Members - Mary R., Mona, Mary T., Natalie, Dan, Pam, Holly, Laurie, Frank, Sharon			
SMART Goals / Agenda	Action Steps	Responsibility	Timeline	Evidence of Effectiveness
Review and decide on PLC Best Practices/Norms	Review & Discuss PLC Best Practices/Norms document.	LibGuide PLC	November 11	Confirmed set of Best Practices/Norms (Check)
Review possible LibGuide color schemes	Review and discuss LibGuide color schemes.	Pam - Present Colors Holly - accessibility of colors PLC - Discuss options	November 11	Narrow down to a few choices that we like best.
Book Links in v.2	Discuss process for cleaning up book links in v.2. Review your links, if they are not relevant anymore - delete them. Update existing links to point to WMS.	Pam & Natalie - Facilitate PLC - Discuss & Decide	November 11	Project completion by next PLC meeting
Discuss agenda for next PLC meeting - November 17.	Review Agenda, make additions if needed.	Pam & Natalie - Facilitate/minutes PLC - Discuss & Decide	November 11	Next meeting's SMART Goals, Checklist, & Agenda
Review Checklist for next meeting	Review checklist for next meeting	PLC	November 11	Check list below

Looking Ahead:

- Content Box clean up
- Assets - web links
- Review colors
- Design Template

Check list to be completed by next meeting (Nov. 17)

- LibGuide Cleanup - Reference Pam's email "Some LibGuides Cleanup" from November 6
 - changing the subjects and types on each guide
- Book Links Cleanup
- Try out colors - write down colors we like and we'll regroup and experiment with them.

Next Meeting

- November 17th - Belk Ellis
 - Choose colors
 - Content box cleanup
 - Assets - web links