M2 QUICK START

Try M2 in your next PLC

Already using M2 in your classroom? The same tools work for team meetings. Here's how to set it up and run your first PLC with it.

1 Create a PLC group

- On a laptop, sign in at mirrortalk.ai.
- Create a new group [+NEW GROUP].
- Name it, then set [TYPE] to PLC so feedback speaks to collaboration rather than teaching.

2 Invite your team

- Use [INVITE PARTICIPANTS] to copy a link for colleagues.
- To add a co-facilitator or coach, use [ADD COACH] or [ADD CO-TEACHER].

3 Add your agenda and a focus

- Start an activity in the group.
- On the [PLAN AND SETUP] card, upload your meeting agenda as a PDF to the lesson plan and add a [FOCUS FOR FEEDBACK].
- TRY: Ways to keep PLC meetings focused and collaborative

4 Capture the meeting

- Run it on the M2 robot or the phone or tablet app, placed in the middle of the table so everyone is heard. Keep the [LIVE TIPS TOGGLE] on and M2 will offer suggestions as you go.
- If the conversation drifts, tap [REFOCUS PLC], [DISCUSSION QUESTION], or [GUIDE PLC] for a tip right away.

5 Review the feedback together

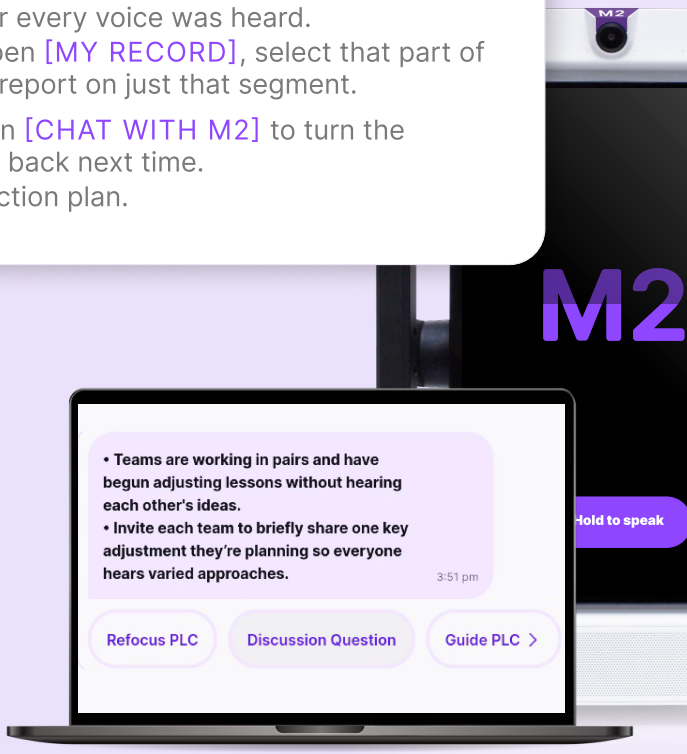
- M2 creates a feedback report on the whole meeting automatically.
- Check talk time to see whether every voice was heard.
- To zoom in on one moment, open [MY RECORD], select that part of the transcript, and generate a report on just that segment.

6 Leave with one next step

- Read My Takeaways, then open [CHAT WITH M2] to turn the meeting into a plan you'll bring back next time.
- TRY: Help me create a short action plan.

Good to know

- ✓ Let the team know you're recording. Recordings and feedback stay with the group unless someone chooses to share.
- ✓ Chat with M2 is always private. Leaders see anonymized trends, not individual meetings.
- ✓ Want feedback on your team's own look-fors? Ask your M2 admin to add a PLC rubric.



Questions? We're here to help!

Scan the QR code to schedule a meeting with us.

Swivl