

Learning Team Log & Protocol, Page 1

Date: _____ **Time:** _____

Members in Attendance:

Agenda Topic	Notes
<p>Opening (5 min.)</p> <p>Review goals, agenda, & participant roles</p>	<p>Meeting Goals:</p> <p>Facilitator: _____ Clarifier: _____</p> <p>Recorder: _____ Timekeeper: _____</p> <p>Other: _____</p>
<p>Content/Ideas (65-95 min.)</p> <p><input type="checkbox"/> Text: _____</p> <p><input type="checkbox"/> Workbook: _____</p> <p><input type="checkbox"/> Video: _____</p> <p><input type="checkbox"/> Other: _____</p> <p><input type="checkbox"/> Review key ideas</p> <p><input type="checkbox"/> Selected <i>Workbook</i> activities</p> <p><input type="checkbox"/> Discuss applications</p> <p><input type="checkbox"/> Share work</p>	<p>Interesting Issues Discussed/Actions Taken/ Accomplishments:</p>
<p>Plan Homework for Next Time (5-10 minutes)</p> <p>Next Meeting</p> <p>Date: _____</p> <p>Time: _____</p>	<p>Homework:</p>

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<p>Reflection (5 min.)</p> <p><input type="checkbox"/> Make journal entry</p>	<p>Sentence Stem/Question:</p>
<p>Wrap-Up (5 min.)</p> <p><input type="checkbox"/> Team reflection</p> <p><input type="checkbox"/> Assign roles for next meeting</p> <p><input type="checkbox"/> Set goals for next meeting</p>	<p>Team Reflection/Meeting Evaluation</p> <p>Scale: 1 = Low, No, Not effective 5 = High, Yes, Very effective</p> <p>Were the results worth the time spent? 1 2 3 4 5</p> <p>How well is the team achieving its meeting goals? 1 2 3 4 5</p> <p>Was group interaction positive? 1 2 3 4 5</p> <p>Other 1 2 3 4 5</p> <p style="text-align: center; margin-top: 20px;">What can be done to improve our working together?</p>