

# Learning Team Log & Protocol, Page 1

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Members in Attendance:**

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Agenda Topic	Notes
<p><b>Opening</b> (5 min.)</p> <p>Review goals, agenda, &amp; participant roles</p>	<p><b>Meeting Goals:</b></p> <p><b>Facilitator:</b> _____ <b>Clarifier:</b> _____</p> <p><b>Recorder:</b> _____ <b>Timekeeper:</b> _____</p> <p><b>Other:</b> _____</p>
<p><b>Content/Ideas</b> (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><b>Interesting Issues Discussed/Actions Taken/ Accomplishments:</b></p>
<p><b>Plan Homework for Next Time</b> (5-10 minutes)</p> <p><b>Next Meeting</b></p> <p><b>Date:</b> _____</p> <p><b>Time:</b> _____</p>	<p><b>Homework:</b></p>

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<p><b>Reflection</b> (5 min.)</p> <p><input type="checkbox"/> Make journal entry</p>	<p><b>Sentence Stem/Question:</b></p>
<p><b>Wrap-Up</b> (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><b>Team Reflection/Meeting Evaluation</b></p> <p><b>Scale:</b>    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>