

## Collaborative Learning Team Meeting Template (Agenda and recording sheet)

Focus of Meeting: \_\_\_\_\_

**Purpose:** Collaboratively build knowledge and skills to enable effective instruction through theory, demonstration, practice, and collaboration.

What will team members better understand as a result of this team meeting? (Learning Goals)

- \_\_\_\_\_
- \_\_\_\_\_

What will team members be able to do as a result of this team meeting? (Success Criteria)

- \_\_\_\_\_
- \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Minutes by: \_\_\_\_\_

### Materials Needed

- \_\_\_\_\_
- \_\_\_\_\_

### Setting the Stage for Learning (Check-in)

- Opening (5 minutes)
- Review of norms (ground rules)
- Identify roles (facilitator, recorder of minutes, timekeeper, etc.)

### Engaging in the learning activity

### Closure

- Summary of learning
- Reflection of norms

### Planning for Classroom Application and Next Meeting

- Actions to take before the next meeting
- Preparation for the next meeting

Next Meeting Date: \_\_\_\_\_

Time: \_\_\_\_\_

Facilitator: \_\_\_\_\_

Location: \_\_\_\_\_

# Learning Team Meeting Agenda

**Mike Jess**



## **Learning Team Meeting Agenda:**

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