

Lesson Study Coach's Summary

School/Team: _____ Date: _____

Coach: _____ Time: _____

Meeting Leader: _____

Meeting Recorder: _____

Attendance

Present: _____

Absent: _____

What happened at the Meeting

(Also attach the agenda that was handed out to team members.)

Things to note:

Next Steps

The next meeting will be on _____ from _____ - _____ in _____.
(date) (time) (location)

The meeting leader will be _____.

The meeting recorder will be _____.

The main agenda topic will be _____.

Reflection Questions for the Coach

Give specific examples when possible.

1. Did the team talk about the math? Specifically, did they discuss how students learn the math and what are the essential elements of the math?
2. Did the team link their lesson to their broader goal?
3. Was the conversation open to all participants? For example, if the lesson was observed, did everyone observe it? If the lesson was based on a textbook, was everyone in the group familiar with the textbook? Were less experienced participants able to ask questions or propose ideas?
4. Did the team members take a reflective stance on their teaching practice? On student learning? On the group process?
5. Was the group recording its process? Specifically, were they keeping track of generated ideas and revisions to the lesson?