

Lesson Study Meeting Log

School/Team: _____ Date: _____

Coach: _____ Time: _____

Meeting Leader: _____

Meeting Recorder: _____

Main Purpose of Meeting
(Also attach the agenda that was handed out to team members.)

<u>What we did</u>	<u>Highlights of the discussion</u>

(Over→)

Next Steps

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

The meeting leader will be _____.

The meeting recorder will be _____.

Items on the Agenda

Work assignments for the next meeting

_____	will	_____
name(s)		task
_____	will	_____
_____	will	_____
_____	will	_____
_____	will	_____
_____	will	_____