Meeting Log

School/Team: 
Grade Level: 

Day and Date: 
Location: 

Start Time: 
End Time: 

Members Present: 

Primary Purpose of the Meeting:

___ Organizational / Scheduling
___ Goal-Setting
___ Looking at Curricula and Materials
___ Planning a Research Lesson
___ Discussing a Research Lesson / Revising a Lesson Plan
___ Reflecting on the Cycle: What was Learned; What Questions Remain?
___ Writing a Research Report
___ Other

Brief Summary of the Meeting (especially Decisions that were made)
Summary of the Meeting, continued:

NEXT STEPS:

Our next meeting will be on ____ from ________ in ________________
(date) (time) (location)

Items on the Agenda:

Work assignments for the next meeting:

____ will ____________________________________________
(name) (task)

____ will ____________________________________________

____ will ____________________________________________

____ will ____________________________________________