

FIGURE 3–15 *Planning Meeting Template for Reflection and Planning*

PLANNING MEETING Template

Who: _____

Date: _____

Time: _____

1. Debrief the last session together. “So we did this . . . and the students . . . and we noticed . . .”
2. Share our metacognition. What were we thinking as we taught? Did we change anything as we taught? Would we change anything if we had to do it over?
3. What was the outcome? Did we meet the student learning goal for the lesson? How will this help us plan the next steps we need to take with students?
4. Plan next steps. What is our plan for the next session together? Who will be doing what? What evidence of student learning do we expect to see? How will we record this?