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Create an effective agenda for your study group by following these three steps:

1. Create a **Group Generated Summary**.
2. List **Other Concerns** regarding the content of the course (save housekeeping concerns about the course for the last 5 minutes of the meeting).
3. Have the **Group Prioritize** what you will discuss during the meeting.

1. **Create a Group Generated Summary.** The purpose of creating a group generated summary is to have a discussion with study group members where everyone participates: (a) to create a shared common experience of what the course covered in lecture, readings, labs, etc.; (b) to identify concepts that are unclear or confusing to students; and (c) to make connections between equations and concepts.

The *Discussion Leader* for the week facilitates this discussion between members by asking them questions. The facilitation should promote equal participation. The *Recorder* for the week records the information, preferably where everyone can view it at the time it is being generated.

2. List **Other Concerns** about the content of the course. The *Discussion Leader* asks the group if there are any other content concerns emerging for them in the course. The Recorder documents the information for the group.

Now, you have a record of the week's work and the members' input about other concerns regarding the content of the course.

3. **Prioritize the agenda.** The *Discussion Leader* facilitates a discussion to create an agenda that reflects the issues that **MOST** of the members have concerns about in order of importance. This is an important step and is critical to good leadership. For example, one member might be struggling with a concept and want to discuss it. However, most of the members understand it. The *Discussion Leader* should facilitate a conversation to identify that only one person has the concern and ask for others to contribute to a solution regarding it. For example, one member might be willing to meet later to review it. However, it should not be placed on the agenda since most of the members do not see it as a priority.