



## Cornell University Learning Strategies Center

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### Sample Study Group Agenda

1. At your first meeting: after introductions, discuss group expectations about attendance, participation, being on time, communicating with each other, pre-group work, cell phone/laptop use, group mechanics such as meeting time and place, etc. Putting in this effort up front is an important part of establishing good group dynamics and will help hold each other accountable.
2. Start subsequent meetings with a brief check-in.
3. Generate a summary, as a group, of the topics that are currently being discussed in class.
  - a. Use material from lecture notes, readings, lab, sections, office hours, Blackboard, etc.
  - b. Each student should contribute to creating this group summary.
  - c. Have one student act as a scribe at the board. Rotate this job.
  - d. Group members should take special note of topics generated in the group summary that did not appear in their own course material.
  - e. Starting group meetings with this task will help ensure that all group members are on the same page.
4. Decide, as a group, the agenda for the rest of this week's meeting. Examples include:
  - a. Working collaboratively on problem sets from faculty, Blackboard, etc.
  - b. Using group summaries to create a study guide for an upcoming exam.
  - c. Asking and answering each other's questions that have arisen from lecture, or from homework or problems that members worked on before group.
  - d. Creating a concept map that shows how the topics from the group summary are related to each other.
  - e. Using the topics from the group summary to create and answer mock exam questions.
  - f. Etc.
  - g. You will need to decide how to organize yourselves as a group to complete these tasks—for example, working in pairs for 5 minutes and then sharing back with the whole group, having a whole-group discussion, etc.
5. Make a list of questions or topics that need further clarification; take those questions to office hours or tutoring.
6. Before the agreed-upon ending time, decide on a plan for collecting and sharing the information identified in #5, and, decide if there is any pre-meeting work members should undertake before the next group meeting.