Agenda for a 1-hour Study Group/Partner Meeting

## Check in-how is everyone doing? (5 minutes)

## Reminder of this week’s roles (1 minute)

<List people and roles here>

## Group generated summary (10-15 minutes)

<Take notes here>

## Identify topics/problems (5 minutes)

Group members each identify the topics/problems that they would like to work on, facilitator leads vote to decide how to prioritize

<list of topics and problems go here>

## Get to work! (30 minutes)

If your meeting is longer than 60 minutes, work time will be longer. You should schedule in a 5-minute break for every 60 minutes you meet together but remember to stay physically distanced!)

<notes and work should be done in the appropriate tool or program>

## Wrap up: what are your plans for next time? (5 minutes)

<put plans, action items and to-dos here – make sure you know who is doing what and that you note due dates>