

**Professional Development Study Group**

**Meeting Log**

**Copy as needed. Complete all parts of this log for each meeting. Submit all logs upon completion of study group.**

Date: Time:

Team Members Present:

Focus of this Meeting:

Goals for this Meeting:

Ideas or strategies generated during meeting:

Group reflections on this meeting (what did you learn?)

Assignment(s) for the next meeting:

I verify that the above named members participated in the meeting described.

Signature of Facilitator:

Signature of School Administrator: