Study group agenda

A reusable meeting plan for shared questions, independent attempts and clear follow-up. Adjust the timing to fit the task. This template does not measure learning or replace individual preparation.

Course and topic		**Date**	
Meeting time		**Location or link**	

Before the meeting

One goal What should everyone explain or try?	
Preparation Pages, problems or notes everyone can access:	
Questions to bring List questions before prioritizing shared concerns:	

Adaptable 60-minute agenda

This is one possible sequence, not a prescribed schedule. Keep the first individual attempt and closing check only if they serve your goal.

Time	Activity	Notes, source locator or open question
0-5 min	Agree on the goal; collect and prioritize questions.	
5-20 min	Try a problem or explain one idea individually.	
20-40 min	Compare approaches; take turns explaining reasoning.	
40-50 min	Try a fresh example without looking at an explanation.	
50-60 min	Check what remains unclear; choose next preparation.	

Close the session

One point I can explain	One question I still need to check	My next individual action

Check course rules before sharing assessment material. Get agreement before listing names in shared notes. Park an unresolved disagreement with the source or instructor question needed to check it.

Study group session log

Use this page to record reasoning and follow-up, not just a group answer. Let each person keep their own notes when independent work is required.

Meeting record

Question or task	What we tried	Course source or locator	What still needs checking

Follow-up and next session

Question parked for later or instructor clarification	
Preparation before next meeting	
Next meeting date or decision	

A simple agenda is a shared decision

Put concerns shared by most members first. Invite each person to explain a reasoning step. If a question remains unresolved, record what source or instructor guidance would settle it instead of guessing or forcing agreement. Rotate facilitation and note-taking only if it helps your group.

This printable is an editable-by-hand blank record. A separate TXT file is available for typing; the CSV session log can be opened in a spreadsheet. The example meeting on the website is fictional and contains no observed outcomes.