

Figure 6.1 Note-Taking Template

Note-Taking Template: Lead the Prelesson Meeting

Directions: When you are the teacher lead, copy this page and complete it. Use it as a guide in the prelesson meeting.

Teacher Lead: _____ Grade: _____ School: _____

- 1. Choose a colleague to reread the team's problem of practice (POP) and questions for inquiry.**
- 2. State the learning objective(s) for today's lesson:** *"Students will be able to . . ."*

- 3. Review together what types of observational data will be most formative for the team to deepen understandings about the POP and inquiry questions** (e.g., student quotes, who participates, how students respond in the moment of challenge, etc.).

- 4. Determine which students or table of students each observer will watch.**

- 5. Optional.** A teacher lead may opt to share a specific professional learning goal relevant to the POP, and ask observers to look for data specific to that goal. Only include the following if valuable to you:

Share a professional learning priority: *"It is my goal to effectively . . ."*

Request an observation focus: *"I especially want observers to notice/watch for . . ."*
