

***Grant Wood Area Education Agency
Professional Development Study Group
Meeting Log***

Complete all parts of this log for each meeting and submit upon completion.

Date _____

Time _____

Team Members Present:

Focus of this Meeting:

Goals for this Meeting:

Ideas or strategies generated during meeting:

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: _____