

**Sample First Agenda**  
*For Groups FAMILIAR with Lesson Study*

Time	Agenda Item
5 minutes	<p><b>Choose Roles</b> Assign roles that have worked for you in the past, or consider these:</p> <ul style="list-style-type: none"> <li>✓ Facilitator</li> <li>✓ Note-takers (one electronic, one for writing in public view)</li> <li>✓ Timekeeper/Convener (reminders, room arrangement, refreshments)</li> </ul>
10-15 minutes	<p><b>Develop Group Norms</b> Develop and post group “norms” or agreements to guide your group’s collaboration. Consider identifying a specific norm to reflect on at today’s meeting.</p> <p><i>See the “Setting Group Norms” resource for a suggested process.</i></p>
variable	<p><b>Work on the STUDY module</b>, as time permits. Ten minutes prior to your ending time, return to the final item on this agenda.</p>
10 minutes	<p><b>Meeting Review and Reflection</b></p> <ul style="list-style-type: none"> <li>✓ Individually write reflections on the meeting.</li> <li>✓ Share out reflections, as desired.</li> <li>✓ Summarize decisions, review assignments, and build a tentative agenda for your next meeting.</li> <li>✓ Reflect on norm(s) selected to focus on today and discuss: <i>Did we uphold this norm(s)? What might we do differently next meeting?</i></li> </ul>

## Sample First Agenda

### For Groups NEW to Lesson Study

Time	Agenda Item
5 minutes	<p><b>Choose Roles</b></p> <p>Assign roles that have worked for you in the past, or consider these:</p> <ul style="list-style-type: none"> <li>✓ Facilitator</li> <li>✓ Note-takers (one electronic, one for writing in public view)</li> <li>✓ Timekeeper/Convener (reminders, room arrangement, refreshments)</li> </ul>
10-15 minutes	<p><b>Develop Group Norms</b></p> <p>Develop and post group “norms” or agreements to guide your group’s collaboration. Consider identifying a specific norm to reflect on at today’s meeting.</p> <p><i>See the “Setting Group Norms” resource for a suggested process.</i></p>
Approx. 1 Hour	<p><b>Take Time to Become Familiar With Lesson Study</b></p> <p><b>Examine Your Ideas About Professional Development</b> (5 min. warm-up)  <i>In your view, what are the characteristics of effective professional development? Jot down lists individually and then share with the group</i></p> <p><b>Preview the Mathematics Problem in the Video</b> (5-10 minutes)  <i>Solve the problem below individually, then share ideas about what students might find puzzling or challenging, and what you hope they would learn.</i></p> <p style="text-align: center;">How many seats can fit around a row of triangle tables arranged in a row as shown?          How many seats for four triangle tables? Five? X?</p> <div style="text-align: center;"> </div>

	<p><b>Build Shared Understanding of Lesson Study</b> (30-45 min.) View “How Many Seats?”. If meeting time is limited, you can do this ahead of time in preparation for the meeting, or you can watch just the first lesson and post-lesson discussion and watch the rest on your own. <i>What are the key characteristics of lesson study you noticed?</i></p> <p><b>Revisit Your Ideas about Effective Professional Development</b> (10 min.) <i>How do characteristics of lesson study fit (or not) with the ideas about effective professional development generated by your team members?</i></p> <p><b>Surface Concerns About Lesson Study</b> (10 min.) Talk over any concerns; discuss how you might address them.</p>
variable	<p><b>Work on the STUDY module</b>, as time permits. Ten minutes prior to your ending time, return to the final item on this agenda.</p>
10 minutes	<p><b>Meeting Review and Reflection</b></p> <ul style="list-style-type: none"> <li>✓ Individually write reflections on the meeting.</li> <li>✓ Share out reflections, as desired.</li> <li>✓ Summarize decisions, review assignments, and build a tentative agenda for your next meeting.</li> </ul> <p>Reflect on norm(s) selected to focus on today and discuss: <i>Did we uphold this norm(s)? What might we do differently next meeting?</i></p>