Staying on task and remembering what has taken place from one study group meeting to the other can be challenging. In order to keep your study group on track have one member of your study group help your group stay on track by using these study tools. Using these tools will allow you group to see where you left off from the previous meeting and ensure that your group stays on track. Additionally, this will provide as reference for you to look back to see when your group covered certain course material.

Study Group Meeting Agenda Guide Line
1. Learn everyone’s name in the group and establish ground roles (for the first meeting).
2. Make sure someone is recording notes for the meeting.
3. Five-Minute Rewind, what were the major points of discussion from the last meeting?
4. Five-Minute Fast Forward, what does the group want to accomplish in this meeting and in the future?
5. Set an agenda.
6. Get to work and follow the agenda.
7. With ten minutes left recap what the group has discussed for the meeting
8. With five minutes left decide what the group when do for the next meeting and assign group members tasks to prepare for the next meeting if necessary.

Student Study Meeting Log (Lent, 2006)
1. Five-Minute Rewind (facilitator and recorder review major points of discussion from the last meeting).
2. Five-Minute Fast Forward (facilitator reminds group of their goals).
3. Group Action (record notes the following with input from the study group).
   a. What did members read or write to prepare for the meeting?
   b. Summarize the major points the group addressed.
   c. What new learning occurred today?
   d. What questions emerged?
   e. Who will attempt to find answers to questions?
   f. What other resources (such as professors, experts, books) will the group need address questions for ongoing learning?
   g. What will be the focus of the next meeting?
   h. If additional materials or resources are needed, who will bring them?
   i. What will members read or write in preparation for the next meeting?
   j. List the best quotes from the meeting?