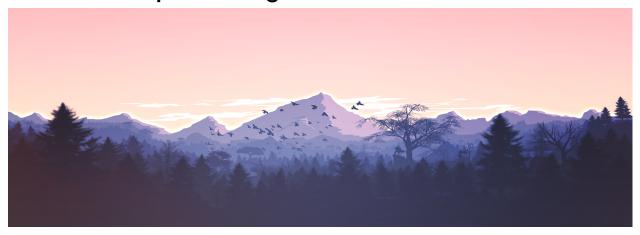# Group Recording Sheet - Solution Summit

(Image Credit: Pixabay)

Group Recording Sheet

The note taker records information on this document.

Also, the recorder <u>checks</u> that this document has been shared with all members of the respective group and/or the building administrators.

Names of the six participants in this group
(Please note if anyone is absent today from your assigned group.)

Job assignments
Name of your facilitator:

Name of your timekeeper:

Name of your recorder:

Protocol Part 1: Steps 1-4

<u>Collaborative Sharing of Successes</u>
What are the successes (big or small) that we have experienced or found a solution to (partial or complete) for the focus of our educational challenge?
- "Success" is defined as something that was effective in achieving an outcome important to the teacher. [<u>Note:</u> It could be an instructional win, a technology "ah-ha," a relationship builder, a student connection, a workflow improvement, an assessment improvement, etc.]
- No success is too small to share here. Sometimes the smallest things make the biggest

difference for us when we are challenged with something.

Notes from the group's recorder:

Protocol Part 2: Steps 5-6

Collaborative Identification of Challenges and Solutions (Successful/Unsuccessful)
What are the challenges, issues, or concerns that we have experienced and solutions (successful or unsuccessful) that we have sought for the focus of our educational challenge?
- These problems may or may not still exist, but the teachers want to share what they have tried to do to resolve them.
- The group is to focus on items that are within the teacher's sphere of influence.

Notes from the group's recorder:

Collaborative Needs
What would help you the most right now?
- Discuss answers to this question.
- Decide on the top three answers to this question and the recorder lists those three choices below.

Notes from the group's recorder:

Also, the recorder <u>double-checks</u> that this document has been shared with all members of the respective group and/or the building administrators.