

Sample Beginning Teacher and Mentor Meeting Log 3-26-14

Module Two- Planning for Active Learning Sample One – Grade 9, English Language Arts

Beginning Teacher and Mentor Meeting Log			
Meeting Dates	Time	Focus	Summary
1/8/15	2:15-3:15	MM2	Shared early test results indicating that students are not using comprehension strategies. Discussed the CCT.
1/14/15	2:00-3:30	MM2	Discussed CCT Performance Profile. Chose indicator 1 as the focus for this module. Discussed possible module goal. Need more information to write Initial Summary
1/19/15	2:00-3:00	MM2	Wrote Initial Summary and developed goal based on examples described in the Initial Summary.
1/22/15	7:00-8:00	MM2	Finalized Action Plan. Discussed using CFA results to help guide planning for students. Scheduled observation.
1/26/15	2:15-3:45	MM2	Observed lesson and debriefed with Claudine. Discussed use of student inventories. Discussed first chapters of <i>Good Instruction...</i> by Tomlinson.
2/1/15	11:45-12:30	General	Discussed procedures for mid-term exams, exam schedule and plans for new semester.
2/2/15	2:15-3:45	MM2	Discussed differentiating process and product for upcoming unit.
2/12/15	2:30-3:30	MM2	Discussed four goals developed for upcoming unit and how to differentiate process and products. Talked about meeting with the literacy coach on Feb. 8.
2/23/15	2:30-4:00	MM2	Discussed and revised draft lessons. Reviewed Guidelines for Module Reflection Paper.
3/4/15	2:15-3:15	MM2	Discussed first draft of Reflection Paper and identified sections that needed to be strengthened by adding additional detail from my journal entries.