

# Creating a Study Group Agenda

Create an effective agenda for your study group by following these three steps:

1. Create a group generated summary

- a. The objective is to have a discussion where everyone contributes:
  - i. To establish a shared common experience of material covered in lecture, the readings, labs, recitation or discussion sections, etc.
  - ii. To identify concepts that are unclear or confusing to students
  - iii. To make connections between topics and reinforce concepts from class.
  - iv. For STEM classes, this is an opportunity to also consolidate the ideas/theories behind equations or models.
- b. The leader should steer the discussion by asking each member questions and promoting equal participation.
- c. The scribe/organizer for the week records the information, preferably where everyone can view it at the time it is being generated.

2. List other concerns about the course content

- a. The leader asks the group if there are any other content concerns emerging for them.
- b. The scribe/organizer documents the information for the group.
  - i. Now, you have a record of the week's work and the members' input about other concerns regarding the course content.

3. Prioritize the agenda

- a. The leader guides the creation of an agenda that reflects the issues that **MOST** of the members have concerns about in order of importance.
  - i. For example, one member might be struggling with a concept and want to discuss it while most members understand it.
- b. The leader should acknowledge when only one person has a concern and redirect the conversation by asking for others to contribute to a mutual solution.
  - i. For example, one member might be willing to meet later to review it.
  - ii. However, it should not be placed on the agenda since most of the members do not see it as a priority.

Adapted from Cornell University, Learning Strategies Center



COLUMBIA COLLEGE  
COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK



COLUMBIA ENGINEERING  
The Fu Foundation School of Engineering and Applied Science

James H. and Christine Turk Berick Center for Student Advising