



STEM Educators Academy CO-PLANNING SAMPLE AGENDA

Members of the STEM Team (Facilitators + Students in Planning Session):

Meeting Purpose:

- Review lesson plan for next STEM session
- Decide on co-teaching style and roles during facilitation
- Identify materials needed (including alternatives)
- Other next steps, as needed

Agenda:

1) Select a Lesson Plan

- a. Read through together
- b. Identify **one big learning goal**
- c. Assign facilitation of each section
- d. Co-teaching models: which will we use?

2) Materials and To-Do

- a. What materials do we need for this lesson? Do you need to swap out or substitute any?
- b. Do we need any special equipment or space?
- c. Do we need to make anything for this lesson (hand-outs, posters, power point, etc)?

3) Other next steps

- a. Do we need to practice this design challenge or lesson plan?