## Agenda for Pre-Observation Meeting

### Pre-Meeting Preparation

* Fill out 1 observation form - be ready to share electronically or hard copies
* Be ready to share your syllabus
* Be prepared to share class profile: # of students, room set-up, majors/non-majors, freshmen…seniors, etc.
* Determine best dates/times for others to observe your class during Observation Cycle 1
* Share building and room # of class/where you would like observer to sit during observation
* Bring **a copy of the agreed upon norms set during Teaching Squares training** (posted below)
* Read [*Peer Observation: Learning From One Another*](https://eric.ed.gov/?id=EJ613157) by Matthew O. Richardson

### Meeting Agenda

* Discuss and make final agreement of the community agreements.
  + Revise or add onto norms as the group sees fit.
* Set dates for observations
* Share syllabus
* Share and discuss each other’s observation forms
* Share profile of class and where you would like observer to sit during observation
* (if time permits) Discuss any take-a-ways from [*Peer Observation: Learning From One Another*](https://eric.ed.gov/?id=EJ613157)
* Wish each other well :)