

Have a continuous talk about how you can make the most of your study-group meetings. Try different methods until you find the ones that work best for you.

As you gain more experiences with your studies and each other, you can replace methods that don't work well anymore and find new methods.

At one of your first group meetings, it is a good idea to talk about how you will handle your meetings.

Examples of what you can discuss:

- Will you have an agenda or will you spend most time on whatever is most important at the time?
- Is there going to be a facilitator?
- How will you meet? When do you prefer to meet and what is possible?
- Will you divide the tasks between you or will you take turns?
- Will you have a note taker? And someone to keep track of the time?
- Will you alternate between roles?

Ideas that provide structure and meaningful meetings:



You can have a plan for the meeting: Discuss on the basis of a plan or agenda that you make before or at the beginning of the meeting.

You can have different functions: Agree on who is the leader and who monitors discussions, summaries, etc. You might need a note taker to write down the most important things from your meetings, so you remember it.

You can share the tasks among you: You can agree on what each of you do before your next meeting. You can give input on the tasks together.

Spend time evaluating: You can finish your meetings by summarizing your learning points, and talking about whether you can do something differently at the next meeting. It is a good idea to spend some time on discussing if something works well or doesn't.