**Breakout Room Discussion Note Tracker Template   
*(make a copy and edit for your class)***

Session \_\_ Agenda (link to your slideshow or agenda)

Can also include Zoom link for meeting

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| Discussion 1 | [Group 1](#pnmzmrmalulf) | [Group 2](#j9ezq7wd612a) | [Group 3](#5ufqcyehracu) | [Group 4](#is8w81djdmj0) | [Group 5](#gd0yjhhy9x7h) | [Group 6](#2ptpuprgkv3) | [Group 7](#mnqjb43b75xc) |
| Discussion 2 | [Group 1](#myffy57heqdn) | [Group 2](#ezs4evyj7zid) | [Group 3](#jkxk9b22oxok) | [Group 4](#3hrakvnrnorv) | [Group 5](#t9z9kbbvxojo) | [Group 6](#6gc1iae1gpzt) | [Group 7](#m19ly0mm96za) |
| Discussion 3 | [Group 1](#ip1y24ekj7wl) | [Group 2](#ofiq5vplb4y0) | [Group 3](#jjthoydq5a0) | [Group 4](#14zacau5vq4k) | [Group 5](#6yd4sgklvbc3) | [Group 6](#9703cq2t9kth) | [Group 7](#ouho2dhlsbvm) |

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| **Group 1 Discussion 1: Write Your Names, Choose a Recorder** |
| **Discussion 1**   * Put Question Here   Include in your response these criteria:   * + (type in qualities - such as the page number of quotes or connections to a course topic) |
| **Record your notes here** |
| **Choose a Reporter to Share Your Groups Thinking with the Whole Group** |

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| **Group 2 Discussion 1: Write Your Names, Choose a Recorder** |
| **Discussion 1**   * Put Question Here   Include in your response these criteria:   * + (type in qualities - such as the page number of quotes or connections to a course topic) |
| **Record your notes here** |

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| **Group 3 Discussion 1: Write Your Names, Choose a Recorder** |
| **Discussion 1**   * Put Question Here   Include in your response these criteria:   * + (type in qualities - such as the page number of quotes or connections to a course topic) |
| **Record your notes here** |

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| **Group 4 Discussion 1: Write Your Names, Choose a Recorder** |
| **Discussion 1**   * Put Question Here   Include in your response these criteria:   * + (type in qualities - such as the page number of quotes or connections to a course topic) |
| **Record your notes here** |
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| **Group 5 Discussion 1: Write Your Names, Choose a Recorder** |
| **Discussion 1**   * Put Question Here   Include in your response these criteria:   * + (type in qualities - such as the page number of quotes or connections to a course topic) |
| **Record your notes here** |

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| **Group 6 Discussion 1: Write Your Names, Choose a Recorder** |
| **Discussion 1**   * Put Question Here   Include in your response these criteria:   * + (type in qualities - such as the page number of quotes or connections to a course topic) |
| **Record your notes here** |

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| **Group 7 Discussion 1: Write Your Names, Choose a Recorder** |
| **Discussion 1**   * Put Question Here   Include in your response these criteria:   * + (type in qualities - such as the page number of quotes or connections to a course topic) |
| **Record your notes here** |

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| **Group 1 Discussion 2: Write Your Names, Choose a Recorder** |
| **Discussion 2**  *(title or text or source for discussion): Discussion Question?*  **Each person share in your group:**  1. Use the sentence frame: *For example* *“When \_\_\_\_\_\_\_\_\_\_ said/did \_\_\_\_\_\_\_\_\_\_ it reminded me of \_\_\_\_\_\_\_\_ or I felt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”* |
| 2. Open Discussion:  *Insert goal for discussion - For example*  *A. What patterns do you notice?*  *B. How do our lenses limit what we might need to see?*  **Record your notes below** |

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| **Group 2 Discussion 2: Write Your Names, Choose a Recorder** |
| * **Discussion 2** * *(title or text or source for discussion): Discussion Question?* * **Each person shares in your group:** * 1. Use the sentence frame: *For example* *“When \_\_\_\_\_\_\_\_\_\_ said/did \_\_\_\_\_\_\_\_\_\_ it reminded me of \_\_\_\_\_\_\_\_ or I felt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”* |
| 2. Open Discussion:  *Insert goal for discussion - For example*  *A. What patterns do you notice?*  *B. How do our lenses limit what we might need to see?*  **Record your notes below** |

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| **Group 3 Discussion 2: Write Your Names, Choose a Recorder** |
| **Discussion 2**  *(title or text or source for discussion): Discussion Question?*  **Each person shares in your group:**  1. Use the sentence frame: *For example* *“When \_\_\_\_\_\_\_\_\_\_ said/did \_\_\_\_\_\_\_\_\_\_ it reminded me of \_\_\_\_\_\_\_\_ or I felt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”* |
| 2. Open Discussion:  *Insert goal for discussion - For example*  *A. What patterns do you notice?*  *B. How do our lenses limit what we might need to see?*  **Record your notes below** |

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| **Group 4 Discussion 2: Write Your Names, Choose a Recorder** |
| **Discussion 2**  *(title or text or source for discussion): Discussion Question?*  **Each person shares in your group:**  1. Use the sentence frame: *For example* *“When \_\_\_\_\_\_\_\_\_\_ said/did \_\_\_\_\_\_\_\_\_\_ it reminded me of \_\_\_\_\_\_\_\_ or I felt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”* |
| 2. Open Discussion:  *Insert goal for discussion - For example*  *A. What patterns do you notice?*  *B. How do our lenses limit what we might need to see?*  **Record your notes below** |

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| **Group 5 Discussion 2: Write Your Names, Choose a Recorder** |
| **Discussion 2**  *(title or text or source for discussion): Discussion Question?*  **Each person shares in your group:**  1. Use the sentence frame: *For example* *“When \_\_\_\_\_\_\_\_\_\_ said/did \_\_\_\_\_\_\_\_\_\_ it reminded me of \_\_\_\_\_\_\_\_ or I felt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”* |
| 2. Open Discussion:  *Insert goal for discussion - For example*  *A. What patterns do you notice?*  *B. How do our lenses limit what we might need to see?*  **Record your notes below** |

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| **Group 6 Discussion 2: Write Your Names, Choose a Recorder** |
| **Discussion 2**  *(title or text or source for discussion): Discussion Question?*  **Each person shares in your group:**  1. Use the sentence frame: *For example* *“When \_\_\_\_\_\_\_\_\_\_ said/did \_\_\_\_\_\_\_\_\_\_ it reminded me of \_\_\_\_\_\_\_\_ or I felt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”* |
| 2. Open Discussion:  *Insert goal for discussion - For example*  *A. What patterns do you notice?*  *B. How do our lenses limit what we might need to see?*  **Record your notes below** |

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| **Group 7 Discussion 2: Write Your Names, Choose a Recorder** |
| **Discussion 2**  *(title or text or source for discussion): Discussion Question?*  **Each person shares in your group:**  1. Use the sentence frame: *For example* *“When \_\_\_\_\_\_\_\_\_\_ said/did \_\_\_\_\_\_\_\_\_\_ it reminded me of \_\_\_\_\_\_\_\_ or I felt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”* |
| 2. Open Discussion:  *Insert goal for discussion - For example*  *A. What patterns do you notice?*  *B. How do our lenses limit what we might need to see?*  **Record your notes below** |

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| **Group 1 Discussion 3: Write Your Names, Choose a Recorder** |
| **Discussion 3**  In your discussion group, create a *(metaphor, question(s), argument)*  For example, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Record your products here** (RULE: repeat others, extend, or add new ideas)   |  |  |  | | --- | --- | --- | | Name(s) | *Product* | *because ….* | |  |  |  | |  |  |  | |  |  |  |   **Write the name of your reporter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Reporter share the group’s or a representative individual’s response. |

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| **Group 2 Discussion 3: Write Your Names, Choose a Recorder** |
| **Discussion 3**  In your discussion group, create a *(metaphor, question(s), argument)*  For example, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Record your products here** (RULE: repeat others, extend, or add new ideas)   |  |  |  | | --- | --- | --- | | Name(s) | *Product* | *because ….* | |  |  |  | |  |  |  | |  |  |  |   **Write the name of your reporter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Reporter share the group’s or a representative individual’s response. |

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| **Group 3 Discussion 3: Write Your Names, Choose a Recorder** |
| **Discussion 3**  In your discussion group, create a *(metaphor, question(s), argument)*  For example, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Record your products here** (RULE: repeat others, extend, or add new ideas)   |  |  |  | | --- | --- | --- | | Name(s) | *Product* | *because ….* | |  |  |  | |  |  |  | |  |  |  |   **Write the name of your reporter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Reporter share the group’s or a representative individual’s response. |

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| **Group 4 Discussion 3: Write your names here and choose a recorder** |
| **Discussion 3**  In your discussion group, create a *(metaphor, question(s), argument)*  For example, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Record your products here** (RULE: repeat others, extend, or add new ideas)   |  |  |  | | --- | --- | --- | | Name(s) | *Product* | *because ….* | |  |  |  | |  |  |  | |  |  |  |   **Write the name of your reporter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Reporter share the group’s or a representative individual’s response. |

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| **Group 5 Discussion 3: Write your names here and choose a recorder** |
| **Discussion 3**  In your discussion group, create a *(metaphor, question(s), argument)*  For example, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Record your products here** (RULE: repeat others, extend, or add new ideas)   |  |  |  | | --- | --- | --- | | Name(s) | *Product* | *because ….* | |  |  |  | |  |  |  | |  |  |  |   **Write the name of your reporter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Reporter share the group’s or a representative individual’s response. |

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| **Group 6 Discussion 3: Write your names here and choose a recorder** |
| **Discussion 3**  In your discussion group, create a *(metaphor, question(s), argument)*  For example \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Record your products here** (RULE: repeat others, extend, or add new ideas)   |  |  |  | | --- | --- | --- | | Name(s) | *Product* | *because ….* | |  |  |  | |  |  |  | |  |  |  |   **Write the name of your reporter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Reporter share the group’s or a representative individual’s response. |

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| **Group 7 Discussion 3: Write your names here and choose a recorder** |
| **Discussion 3**  In your discussion group, create a *(metaphor, question(s), argument)*  For example, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Record your products here** (RULE: repeat others, extend, or add new ideas)   |  |  |  | | --- | --- | --- | | Name(s) | *Product* | *because ….* | |  |  |  | |  |  |  | |  |  |  |   **Write the name of your reporter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Reporter share the group’s or a representative individual’s response. |

# Adapted from ***Practical Tips for Teaching Online Small-Group Discussions (***Rhonda Bondie)