CBL Model Agenda

**1. Opening**

* Register attendance/absence
* Set the agenda
* Make agreements on evaluation in the CBL group: what, how and how often. (first meeting of a case)
* Make agreements on the role distribution (first meeting of a case)
* Monitor the agreements on the role distribution (subsequent meetings)

**2. Minutes**

* Discuss and adopt the minutes of the last group meeting.

**3. Announcements**

* Report of the delegate on the student consultation
* Announcements of the tutor

**4. Working on the case in accordance with the step-by-step plan**

A. For the first case meeting

* explain unclear terms and concepts
* define the problem
* brainstorming
* systematic inventory
* formulate self-study assignments (SSA)

B. For the follow-up case meetings:

* SSA progress presentations
* report
* reflect on the problem definition
* brainstorming (if necessary)
* systematic inventory
* formulate SSAs

**5. Reporting**

* discuss the main points of the content of the report or other reports (first meeting of the case)
* discuss and continue to write the report for each component (other meetings of the case)
* discuss the final version of the report (last meeting of the case)

**6. Schedule**

* make agreements on the progress of the case
* make agreements on the progress of the reporting

**7. Student consultation preparation**

* list and formulate questions

**8. Evaluation / Feedback round**

* discuss the work on the case
* discuss the group work

**9. Closure**