

Suggestions for a plan for a feedback meeting with four participants, duration two hours*

The first five minutes of the meeting: Agree which group member should take time and chair the meeting. You should take turns doing so each time you meet.

Student 1 receives feedback (25 minutes in total)

Student 2 gives feedback for 7 minutes.

Student 3 gives feedback for 7 minutes.

Student 4 gives feedback for 7 minutes.

Student 1 (receiver) gives feedback to the feedback for two minutes.

Two minutes for swapping.

Student 2 receives feedback (25 minutes in total)

Student 3 gives feedback for 7 minutes.

Student 4 gives feedback for 7 minutes.

Student 1 gives feedback for 7 minutes.

Student 2 (receiver) gives feedback to the feedback for two minutes.

Two minutes for swapping.

Student 3 receives feedback (25 minutes in total)

Student 4 gives feedback for 7 minutes.

Student 1 gives feedback for 7 minutes.

Student 2 gives feedback for 7 minutes.

Student 3 (receiver) gives feedback to the feedback for two minutes.

Two minutes for swapping.

Student 4 receives feedback (25 minutes in total)

Student 1 gives feedback for 7 minutes.

Student 2 gives feedback for 7 minutes.

Student 3 gives feedback for 7 minutes.

Student 4 (receiver) gives feedback to the feedback for two minutes.

Spend the last 15 minutes or so on considering

- What were we particularly good at when giving and receiving feedback?
- What agreements should we make before our next meeting?

* All time indications are recommendations. How much time should/must be spent depends on the amount of text prepared for feedback and on the total amount of time available. It is essential that an equal amount of time is allocated for each student, and that there is also time for planning and evaluating.