xx教研组工作计划

20xx-20xx xx学期

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **所在单位** |  | **教研组组长** |  | **教研组成员** |  |
| **本学期工作要点** | 1.  2.  3.  **…** | | | | |
| **本学期工作计划** | 1. 会议：预期本学期会议次数、与工作要点的相关性、主要结果、时间安排 2. 听课：听课安排、与工作要点的相关性、听完课后的讨论安排 3. 其他工作计划**：** | | | | |

教研组组长签名：

签字日期：

教研组备案表

所属单位： 教研组组长：

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **成员姓名** | **性别** | **职称/职务** | **联系电话** | **电子邮箱** |
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xx教研组会议记录

**编号：**

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| **会议主题：** | | | |
| **起止时间** | | | |
| **地点：** | | | |
| **出席（请假、缺席）人员：** | | | |
| **会议主持：** | | | |
| **序号** | **议题** | **讨论内容、讨论结果** | **执行人** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
|  |  |  |  |

**记录、整理人：**

**确认日期:**

教研组会议签到表

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| **教研组：** | | | **主 题：** | | | |
| **时 间：** | | | **主持人：** | | | |
| **请公假教师：**  **请病假教师：**  **请事假教师：** | | | | | | |
| **参会教师签到** | | | | | | |
| **序号** | **姓名** | **序号** | | **姓名** | **序号** | **姓名** |
| **1** |  | **11** | |  | **21** |  |
| **2** |  | **12** | |  | **22** |  |
| **3** |  | **13** | |  | **23** |  |
| **4** |  | **14** | |  | **24** |  |
| **5** |  | **15** | |  | **25** |  |
| **6** |  | **16** | |  | **26** |  |
| **7** |  | **17** | |  | **27** |  |
| **8** |  | **18** | |  | **28** |  |
| **9** |  | **19** | |  | **29** |  |
| **10** |  | **20** | |  | **30** |  |

教研组会议跟进记录

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| --- | --- | --- | --- | --- |
| **序号** | **跟进时间** | **跟进内容** | **跟进结果** | **执行人签名** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
|  |  |  |  |  |

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| **汇总人签名：** |  | **教研组长签名：** |  | **审核时间** |  |