I. INTRODUCTIONS

II. INFORMATION ABOUT THE PROJECT
   a. Background
   b. What do you most hope students will get out of this project? How does it fit within the context of the class.
   c. What does the community partner want to gain from this project?

III. INFORMATION ABOUT THE COURSE
   a. Learning Objectives
   b. Students – undergrad or grad; level of expertise and skills

IV. PROJECT DELIVERABLES
   a. Is there anything that needs to be changed from original description?
   b. What will be the main deliverables?

V. PROJECT MANAGEMENT
   a. What information will students need from community prior to project beginning?
   b. Will students do community visits? When and how often?
   c. What/when will the major milestones/assignments be leading to final deliverables?
   d. What is the preferred communication strategy? Zoom meeting every two weeks is recommended. Who needs to be included in the communications?

VI. NEXT STEPS
   a. Is a follow up group meeting necessary?
   b. IISC staff will send final project descriptions.