

MEETING AGENDA | DATE @ TIME @ PLACE OR ZOOM LINK

Attendees: NAMES

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- 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.