

Guelph Coding Community

General Meeting Policy

Effective January 2020

1 Meeting Guidelines

- i. Meetings must be advertised at least 4 days in advance.
- ii. The topic of the meeting, and any extra requirements of attendees should be shared beforehand.
- iii. Meetings must be held in person.
- iv. Student and/or guest presenters should be contacted prior to the meeting to review materials and ensure that they are appropriate for the audience of students anticipated to attend.
- v. A quick ice breaker activity is encouraged before each meeting to get students in a mindset to be relaxed and involved.
- vi. After the meeting, presentation materials should be kept on file by the GCC Executive, if permitted by the creator of the materials.

2 Meeting Format

Meetings will be held in one of two formats.

1. Half an hour to one hour long presentation.
 - Introduce the presenter
 - Set up presenter with A/V equipment
 - Pace the presenter by providing subtle time cues through the presentation
 - Allow for optional (but encouraged) question/answer period
 - Thank the presenter — if they are a guest speaker, present them with a small gift or honourarium
2. One and an half hour to two hour long technical workshop.
 - Introduce the presenter
 - Facilitate set up for workshop participants
 - Check in periodically with presenter to ensure that the workshop is moving at a good pace
 - Thank the presenter — if they are a guest speaker, present them with a small gift or honourarium

If time remains after a meeting, students should be encouraged to come up and do software demos of personal projects, etc.

3 Meeting Attendance

Meeting attendance should only be recorded for the first meeting of each semester. Following meetings should have a count of attendees recorded for analytical purposes by the Executive, so that advertising and outreach decisions may be better informed.