

After-Class Meeting 1 Agenda

Time: 5:15

Location: SBS Castro 102

Facilitator: Jasque Saydyk

Minute-taker: Jasque Saydyk

Announcement: Quick Statement on developments in the project

Discuss: A group conversation on the stated subject

Action: A specific measure agreed upon by the group that is recorded by the minute-taker

Proposal: A specific measure the facilitator or a group member has in mind, put in agenda to inform everyone ahead of time of that measure to allow adequate time for thinking.

Expected Time: 5 to 7 minutes

1. Roll call
2. **Announcement:** Jasque Saydyk is the Facilitator for the next meeting
3. **Action:** Minute-taker, any volunteers?
4. **Discuss:** When are we free for the first meeting?
 - a. **Action:** First meeting date and time
5. **Discuss:** First meeting location
 - a. **Proposal:** Engineering building, room announced by Facilitator when room is reserved
 - b. **Action:** Meeting location
6. **Announcement:** Weekly meeting agenda is on the group proposal Google doc section and on BBlearn as a blog post and a forum thread. The meeting agenda will be sent out to everyone's email. Everyone will have editing privileges on the agenda, feel free to add, remove, and ask the purpose of certain items.
7. Exchange emails
8. Last remarks
9. Adjourn