

# After-Class Meeting 1 Agenda

Date & Time: 30 January, 2018 at 5:15

Location: SBS Castro 102

Facilitator: Jasque Saydyk

Minute-taker: Jasque Saydyk

Expected Time: 5 to 7 minutes

**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.

\*Minute-taker disclaimer: Specific minutes are estimations made after the meeting

1. Roll call - 5:15 - Attendance - Jasque Saydyk, Maria Garnroth, Jasmine Mitchell
2. **Announcement:** Jasque Saydyk is the Facilitator for the next meeting - 5:15
3. **Action:** Minute-taker, any volunteers? - 5:16 - Decision postponed till full team meets
4. **Discuss:** When are we free for the first meeting? - 5:16
  - a. **Action:** First meeting date and time - 5:16 - Potentially sometime Friday after 3pm, see BBLearn forum and next after-class meeting for continued conversation on the subject
5. **Discuss:** First meeting location - Item not discussed due to time constraints and informal nature of the meeting, see BBLearn forum and next after-class meeting for continued conversation on the subject
  - 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. - 5:17
7. Exchange emails - 5:18 - Current Email List, feel free to add to
  - a. Jasque Saydyk - [jrs496@nau.edu](mailto:jrs496@nau.edu)
  - b. Maria Granroth - [mlg389@nau.edu](mailto:mlg389@nau.edu)
  - c. Jasmine Mitchell - [jdm568@nau.edu](mailto:jdm568@nau.edu)
  - d. Matthew Rittenback - Unknown
  - e. Nicholas Reader - Unknown
8. Last remarks - 5:19 - None made
9. Adjourn - 5:19