

# After-Class Meeting 2 Agenda

Date & Time: February 1 at 5:15 pm

Location: SBS Castro 102

Facilitator: Jasque Saydyk

Minute-taker: Matthew Rittenback

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.

1. Roll call
2. **Announcement:** Jasque Saydyk is the Facilitator for the next meeting. There is a weekly meeting report is due on February 2, Friday. Grading: -0.3 if first meeting not by deadline.
3. **Action:** Minute-taker for the weekly meeting, 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 - 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 -
  - e. Nicholas Reader - [ner38@nau.edu](mailto:ner38@nau.edu) (probably)
8. Last remarks
9. Adjourn