

Coach Meeting Plan – Jan 10, 2024

Spring 2024– BBB Data gets Better and Better

Faculty Coach

- Ryne Leytem
- Email : ryne.leytem.2@mnsu.edu
- Direct Contact : Email

Client Contact Information:

- Ryan Sharp
- Email: ryan.sharp@thefirstbbb.org
- Direct Contact : Email

Tech Communications Support

- Peg Burr
- Email: peg.burr@mnsu.edu
- Direct Contact: Email
- Office Hours:
 - Wednesday and Friday
 - 10am - Noon

SME & Others

- Mansi Bhavsar
- Email: mansi.bhavsar@mnsu.edu
- Direct Contact: Email
- Schedule with experts as needed

Meeting Plans

- Coach Meetings:
 - Before each coach meeting the coach will receive an agenda with the main points of the meeting that will be occurring. During these meetings a team member will be taking notes to keep track of all information discussed.
 - These meetings will occur once a week
- Client Meetings:
 - A weekly meeting on the given date with a client
 - During these meetings planned work will be discussed alongside a notetaker who will record all information taken during the meeting.

- Meeting Days and Location
- Wednesday
 - o Client Meeting 10:30 A.M – 11:00 A.M.
 - o Coach Meeting 11:30 A.M. – 11:50 A.M. zoom