

- Arrange to sit in and observe an initial consulting meeting at Purdue's Statistical Consulting Service (SCS). The schedule of initial meetings is provided as a link on the course web page. When you find a time that works for you, email me the time and I will confirm you can attend. It is best to make this request a few days in advance to make sure there is time to contact the participants and make sure this is acceptable.
 - These meetings are held face-to-face in MATH G162 or virtually. If the client number is listed with a –, it means the meeting is virtual. If it is listed with a *, it means it is in person.
 - If in person, make sure to arrive before the meeting starts and enter the room only when the door is open. Do not knock or try to enter after the door closes. When in the room, sit in a chair along the wall so you can observe what happens.
 - If it is online, you will be sent the link. Make sure you arrive on time and that your video is off and your microphone is muted.
- After the meeting, write up a summary of your impressions of the meeting in terms of organization and communication, making sure to point out at least two positives and two negatives you observed. This only needs to be a one or two paragraph summary. You can use the handout titled **Interview Checklist** to help you focus on various consulting meeting issues.