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| Team Meeting | | | | | | | | 2014-11-05 | | |
| 1pm to 2pm | | |
| 21C Lecture Theatre | | |
| Meeting called by: | | | | Christopher Sigouin | Type of meeting: | | | | Initial Meeting | |
| Facilitator: | | | | Christopher Sigouin | Note taker: | | | | Ashley Patterson | |
| Timekeeper: | | | | Undecided |  | | | |  | |
| Attendees: | Michael Gergely, Ashley Patterson, Evan Cahill, Christopher Sigouin | | | | | | | | | |
|  | | | | | | | | | | |
| Please read: | | This agenda for tomorrow | | | | | | | | |
| Please bring: | | Printout of your APA research paper or electronic version. Optional: Laptop or Pen/Paper | | | | | | | | |
| Agenda Items | | | | | | | | | | |
| Topic | | | | | | Presenter | | | | Time allotted |
|  | | | | | | | | | | |
| * Decide if we want to timekeep our meeting | | | | | | | All Attendees | | | 2 minutes |
| * Choosing a topic for our presentation | | | | | | | All Attendees | | | 5 minutes |
| * Discuss topic and break into sections | | | | | | | All Attendees | | | 13 minutes |
| * Create rough outline or flow of presentation ( review requirements ) | | | | | | | All Attendees | | | 20 minutes |
| * Divvy topic sections / responsibilities to attendees | | | | | | | All Attendees | | | 10 minutes |
| * Discuss future meeting methods | | | | | | | All Attendees | | | 5 minutes |
| * Discuss meeting frequency requirements | | | | | | | All Attendees | | | 5 minutes |
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| Other Information | | | | | | | | | | |
|  | |  | | | | | | | | |
| Observers: | | Gaylene Nicholson | | | | | | | | |
|  | | | | | | | | | | |
| Resources: | | APA Research Paper ( based on the topic we choose ) | | | | | | | | |
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| Special notes: | | | I allotted more time to the outline figuring that would be the heaviest part. The discussion on the topic sections may need more time as well to get familiar with the topic and sections. We will play with the time constraints. If you think of anything else we need to discuss just let me know and I will add it and resend the agenda meeting document. Over and out ☺ | | | | | | | |
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