**Graduate Student Forum on Thesis and Research Paper Writing**

Attendees: Vincenzo Coia, Andy Leung

April 2, 2014

10:30 to 12:30 pm

**Meeting minutes:**

**Agenda item:**

1. Workshop procedure
2. Brainstorming
   1. Gather struggles
   2. Categories
3. Poll + Post-survey

**Workshop procedure:**

Step 1: Brainstorming session

* Duties
* Get and categorize struggles
* Gauge interest (initial poll but not commitment)
* Select a final list of categories (n >= 1)

Step 2: Online survey to select a small group for commitment

Step 3: (More than one branch)

Step 3(i): Small group meeting

* Gather clients
* Select client representative
  + To contact faculty
  + To present struggles to faculty
  + To organize workshop and feedback session
  + To write out minutes for the feedback session
* Gather struggles to submit to faculty
* Choose faculty

Step 3(ii): Contact faculty

Step 3(iii): Workshop

Step 3(iv): Implementation stage (on your own)

Step 3(v): Feedback session

Step 3(vi): Implementation stage (on your own)