

BD MEETING AGENDA

Location: Castleman 306
Date: September 10, 2018
Time: 10:30 AM – 12:00 PM
Facilitator: Aida Ghiaei and Randi Mendes
Attendees: All BD Fellows

Agenda Items

10:30 AM – 10:40 AM	Introductions <i>(Name, Field of Study, where are you from, if you had a super power what would it be?)</i>	Randi
10:40 AM – 11:00 AM	Rules and Expectations <i>Go over the rules and expectations of fellows in the program (sign contracts if not already done)</i>	Aida
11:00 AM – 11:10 AM	Running Meetings <i>Rules and expectations for how future meetings will be run (research presentation, topic and/or speaker)</i>	Aida/Randi
11:10 AM – 11:50 AM	Game <i>A game to emphasize the importance of communicating properly</i>	Randi
11:50 AM – 12:00 PM	Concluding Remarks <i>Concluding remarks on games and reminders for next meeting and assigning who will hold next meeting. Reminder to send information</i>	Randi

Additional information

Sign up for meetings in google excel sheet.

https://docs.google.com/spreadsheets/d/1FigqTmNXot_E_YPUUiY1qQ6GKZDAQB1uvmm3O1xcBpM/edit?usp=sharing