

BD MEETING AGENDA

Location: Castleman 336
Date: August 26th, 2019
Time: 2:00 PM – 3:00PM
Facilitator: Aida Ghiaei & Pierre Dens Fils
Attendees: All BD Fellows

Agenda Items

2:00 PM – 2:05 PM	Attendance (Name, Field of Study, where are you from, what's your favorite fruit?)	Pierre
2:05 PM – 2:25 PM	Rules and Expectations Go over rules and expectations of the fellows in the program (sign contracts if not already done)	Aida
2:25 PM – 2:40 PM	Running Meetings Rules and expectations for how future meeting will be run (research presentations, topic and/or speaker)	Aida
2:40 PM – 2:55 PM	Team Building Team Birthday Line-Up Would you rather (Clean office Version)	Pierre
2:55 PM – 3:00 PM	Concluding Remarks Concluding remarks and reminder for next meeting and assigning who will hold the next meeting. Reminder to send information	Pierre

Additional information

Sign up for meetings in google excel sheet.

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