

# ISCOPE S

INTERDISCIPLINARY STUDENT COMMUNITY-ORIENTED  
PREVENTION ENHANCEMENT SERVICE

Team Name  
Date (xx/xx/xxxx)

## AGENDA

Schedule	Lead	Module
7:45 – 8:00am	<i>Team Member Name</i>	Arrive, Get Settled, Set Up Meeting Space
8:00 – 8:10 am	<i>Team Member Name</i>	Welcome, Introductions, Review of Meeting Objectives and Group Agreements
8:10 – 8:30 am	<i>Team Member Name</i>	<b>Curriculum-Project Connection Discussion/Review of Journal Reflection Question</b> <ul style="list-style-type: none"><li>• What is a summary/are the key points of what we learned?</li><li>• Where did your learning take you and/or what other resources did you review/do you recommend to further our understanding?</li><li>• How does this information relate to/help us with our project?</li></ul>
8:30 – 9:15 am	<i>Team Member Name</i>	<b>Team Project Dialogue and Action Planning</b> <ul style="list-style-type: none"><li>• What needs to be done?</li><li>• Who is able to take the lead?</li><li>• What are the due dates for tasks?</li><li>• What happens if this is not done?</li></ul>
9:15 – 9:30 am (onsite) – 9:45 am (@ GW)	<i>Team Member Name</i>	<b>Wrap-Up</b> <ul style="list-style-type: none"><li>• Who will do next agenda?</li><li>• Who will take minutes next time and post to Blackboard?</li><li>• What are challenges we need assistance with?</li><li>• What are successes we would like to report back to the ISCOPE S community at large?</li></ul>
9:30 (onsite) – 10:00 am 9:45 (@ GW)	<i>All</i>	Commute

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## Objectives

*By the end of this meeting, the XX Team will have accomplished the following as evidenced in meeting minutes:*

1. Discussed...
2. Planned...
3. Assigned \_\_\_\_\_ tasks