



7.2.b Agenda Examples

Example #1

Team Leader: Y

Members Present: A, G, M, Y

Date:

Time of Meeting: 12:00 pm 65 minutes

Location:

Main Topics: USPD fix & Presentation

1. Team Updates (10 min)

Tuesday

- a. Attempted fix of USPD(A), (2 hr)
 - b. ImageJ with Ab(M a Y) (45 minutes)
 - c. Thursday
 - d. Final edit and Submit Proposals(all team members, M submitted Saturday) (3 hrs)
 - e. Analyzed USPD data(G and A) (2 hr each)
 - f. TEM training(M and Y) (1 hr)
- 2. Discuss content of Weekly Progress Report (5 min)**
- a. To be sent out by recorders (2 hr)
- 3. Activity List (20 min)**
- a. Meeting with Ab: Cryo(Tues 2 hrs)
 - b. USPD Troubleshooting (Tues 4 hrs A and G)
 - c. Preparation of samples(polystyrene, water) for testing with TEM (Tues 4 hrs M & Y)
 - d. Xerox copy of lab sheets for TEM(M or Y 2 hrs). Need Thurs
 - e. TEM nanoparticles: monodisperse polystyrene Thurs 1pm (M and Y 2 hrs)
- 4. Presentation in Two Weeks (20 min)**
- a. Incorporate Proposal (A 3 hrs)
 - b. Things to consider (Team 1 hr meeting)
 - c. Brainstorm a few slide ideas (Team 30 min in meeting)
 - d. Length of presentation (10 min Team in meeting)
- 5. Comments, Summary (10 min)**

Example #2

Faculty Meeting Agenda Week 7

10.29 Team #,

Faculty Meeting #6,

Team Leader: K

Attending: Professor, A, L, J, L, K

Date-Time-Location: March 18th Wednesday 3:00 pm - 4:10 pm 66-319

Key Topic: Progress Report

1. (10 min): Discuss logistics of proposal revision.
2. (20 min): Discuss lab experiments for the week;
3. (10 min) Technical questions
4. (20 min): Discuss progress report; organization, ground rule system review and outline.
5. (10 min): Summary

Activity list for Week 7

Sunday:

1. Turn in final revision of proposal

Activities for Tuesday Lab

1. L put the new bag bioreactor (2-3pm)
2. K calibrate pH probe; help A (2-3pm)
3. A test flow meters and calibration (2-3pm)
4. A camera and lighting (3-4pm)
5. K and L sparger set up, nitrogen and air, and tank (3-4 pm)
6. K leaves early for a lacrosse game
7. L and A discuss the progress report; what info from three proposals (4 -5 PM)
8. L takes notes and sends to K

Activities for Wednesday

1. Each person individual meeting with Bonnie

Activities for Thursday Lab

1. L sets up sparger, nitrogen and air, and tank system (1-2 pm)
2. A sets up camera and lighting (1-2pm)
3. Ks calibrate pH probe; sets up O2 sensor (1-2pm)
4. Team creates a water and antifoam C solution, place in tank and begin gassing out with Nitrogen (2-3pm)
5. Run "scale down" model with sparging with O2 (3-5pm)
6. If runs successful; begin setting up the experiment to run multiple "Scale down" models at the same time

Example #3

10.27 – Team # – Dream Team

Faculty Meeting #12

Wednesday, April 29 @ 12:00pm

Professor's Office

Attendees:

Team Members in Attendance: P, C, N, & D

Faculty Advisor: Prof.

Teaching Assistant: J

Length of Meeting: 60 minutes

Key Topic: Experimental Plan and Findings

Analysis of second trials for neat QD film (10 minutes)

Analysis of heating and holding trials for PS-QD films (10 minutes)

Addition of new copper block to apparatus (5 minutes)

Experimental plans for remaining lab days (20 minutes)

Question and Feedback (15 minutes)

Preparations for THIS meeting:

Review last week's meeting minutes

Action Items until the next meeting:

Re-test and analyze neat QD film and test the new cooling system

Future Due Dates to Keep in Mind:

Final Presentation due Tuesday, May 12th @ 1:00 PM

Final Report due Friday, May 15th @ 1:00 PM (using the 24-hour extension)

Example #4

Agenda Team Meeting

Attendees:

Team Members in Attendance: A, Z, L, H

Faculty Advisor: None

Teaching Assistant: None

Length of Each Meeting: 75 Minutes

Key Topic: Experimental Data and Analysis

Final Report Outline (tentative)

Agenda:

Thursday - 4/30

Discuss the data that was obtained that day (20 minutes)

Use data results to plan out next set of experiments (20 minutes)

Plan Final Report Draft (30 minutes)

Write out each topic that must be addressed in each section of the report

Review feedback received on progress report as reminder of what we did well and what we did not do well

Assign parts of report to individual group members

Decide timeline and deadline for final report

Miscellaneous Questions & Concerns (5 minutes)

Preparations for THIS meeting:

BE ON TIME!

Determine what we did well on the last report and what we did not

List out main issues in our progress report that need to be addressed in our final report

Future Due Dates to Keep in Mind:

Final Report Draft due on Sunday, May 3rd, midnight

Final Report Presentation on Tuesday, May 12th @ 1pm

Final Report due on Thursday, May 14th @ 1pm (24 hour extension)