

## **Crew Meeting Prep List**

Fall 2009

### **AT LEAST ONE DAY BEFORE MEETING**

- Read Crew Meeting Agenda
  
- Review chapter and resources
  - ✓ Note interesting facts and connections to your daily life
  - ✓ Visit Crew Leader Web Site and select 1-2 support resources to share

### **15 MINUTES BEFORE MEETING**

- Read white board and agenda
  
- Review notes sheet and attendance
  
- Prepare paperwork, handouts, and resources
  
- Check-in with Student Program Coordinator
  - ✓ Questions?
  - ✓ Concerns?

### **15 MINUTES AFTER MEETING**

- Check in with Discussion Facilitator
  
- Debrief with Student Program Coordinator
  
- Check attendance sheet for completeness
  
- Organize Crew Folder