Meeting Agenda + Outcomes

Map of the Universe:

Each Task Group has been asked to present their “map of the universe” for today’s meeting. By this, we mean your scope of work; the areas that the Task Group is going to address; and the definitions of the terms you are using. This scope will provide the boundaries for Task Group research and work over the winter quarter.

Agenda:

12:00–12:07  Food + introduction (7 min)
12:09–12:30  World Cafe Round #1 (21 minutes)
               Presentation (7 minutes)
               Discussion (7 minutes)
               Refinement (7 minutes)
12:34–12:55  World Cafe Round #2 (21 minutes)
               Presentation (7 minutes)
               Discussion (7 minutes)
               Refinement (7 minutes)
12:59–1:20   Task Group Meetings (21 minutes)
               Finesse Narrative (based on feedback)
               Discuss research plan, including:
                  Data sources
                  Stakeholders

Goals of the meeting:

1. Present and clarify universe of exploration for each Task Group
2. Discuss and delineate Task Group scope and areas of overlap
3. Initial research scope

Post-meeting Deliverable:

Submit a revised version of your Task Group narrative by 9am on Friday, 12.13.2019.

This narrative will be included on the CBE Strategic Planning website. We also suggest that you upload notes on your discussion on refinement to the Google Drive at this time.
Meeting Format + Instructions

Prep for meeting (each Task Group):

- Provide 250-300 word “map of the universe” to FTplanning@uw.edu by 9am on Wednesday, 12.11.2019
- Identify facilitator/presenter + notetaker (TGs may choose different leads for Round #1 and Round #2)

Meeting format:

To allow time for each Task Group to present their universe and receive constructive feedback, today’s meeting will be divided into **three parts** and will utilize a modified version of the World Café group discussion format.

Each Task Group will use the first two parts to present their “map of the universe” to a small group including members of other Task Groups and other members of CBE. The Facilitation Team has provided a large plot of your “map of the universe” narrative and indicated a location for your group presentation/discussion (see the attached map for your group location). We encourage members of your Task Group who will not be presenting to participate in presentations by other Task Groups whose scope potentially overlaps with that of your own Task Group.

The Facilitation Team suggests that each group break their session into three equal parts: (1) presentation, (2) discussion, and (3) refinement. Following the presentation, groups will provide feedback, ask questions and discuss the map as presented. Task Group presenters will facilitate discussion, take notes and gather feedback on your narrative to further refine the scope.

Following World Café Round #1, participants will rotate to another Task Group presentation and presenters will repeat the session with Round #2.

Following World Café Round #2, Task Groups will have the remaining time to meet in their group. We suggest that the group use this time to refine your narrative and discuss your research plan to address these goals.