



## IBP/GLP Meeting – *an example*

### Situation

Need to make some decisions so survey can go out and communications with Cohort 1 can start

### People

Planning Team:

Sylvia, Tyler, Jeanette  
Aideen, Virginia, Trish

### Location

Zoom, while co-working in Google doc “Learning Program Overview”

### Time

60 minutes on September 30<sup>th</sup>

### Agenda

1. LEAD Team meeting
2. Learning program - Cohort 1
3. Survey questions
4. Timeline for our work

### Achievements

*By the end of this meeting, we will have...*

1. **Debrief** LEAD Team meeting
2. **Decide** on Cohort 1 for Learning Program
3. **Finalize** survey questions
4. **Review** and **make adjusts** to the timeline for our work

### Meeting Process

PowerPoint presentation for entire hour.