

Institutional Equity Plan (2018-2019)

Meeting Agenda

NAME OF COUNCIL/TEAM: Institutional Equity Plan (2018-2019)		
OBJECTIVE OF MEETING: Town Hall Planning, Stakeholder Listening Sessions, Facilitation Training		
DATE: 10/12/2018 TIME: 1:00pm-3:00pm	LOCATION/ROOM #: Submarine CALL-IN NUMBER: CALL-IN CODE:	
FACILITATOR(S): Joshua Moon Johnson and Pam Chao		
TIMEKEEPER:		
ASSISTANT: Cesar Reyes		
ATTENDEES:		
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):		
UPDATES AND BRIEF REPORTS		
Topic	Person(s) Responsible	Time Alloted
ACTION ITEMS:		
Question	Person(s) Responsible	Time Allotted
Town Hall planning o Review set up o Discuss table topics and event timeline o Marketing and communications for the event	Joshua Moon Johnson and Pam Chao	60 min.
Stakeholder listening sessions o Review list and assignments o Review dates, times, locations o Inviting and marketing sessions o Facilitation guide and note taking Facilitation training o Workshop and discussion on how to effectively facilitate	Joshua Moon Johnson and Pam Chao	60 min.
DISCUSSION ITEMS:		
Question	Person(s) Responsible	Time Allotted
ITEMS FOR FUTURE CONSIDERATION:		
Topic	Contact Person	
• Facilitation training • Final details on Town Hall • Next steps with Stakeholder listening session • Research and lit review goals	Joshua Moon Johnson and Pam Chao	

