

STUDENT AID AWARENESS WORK TEAM AGENDA

March 27, 2001-10:30-11:30

DESIRED OUTCOMES-

- Agreement on the desired outcomes and agenda for the meeting to brief Jennifer
- Agreement on who will be responsible for presenting each part of the agenda
- Agreement on who will get the documents necessary for the briefing and any other logistics

<u>WHAT</u>	<u>HOW</u>	<u>WHO</u>	<u>WHEN</u>
START-UP-	<ul style="list-style-type: none">• Desired Outcomes• Agenda	Nancy	10:30-10:35
AGENDA FOR MEETING WITH JENNIFER	<ul style="list-style-type: none">• Review Hazel's proposed agenda• Agree on any changes/additions• Agree on timing	Hazel Nancy	10:35-10:45
RESPONSIBILITIES FOR PRESENTING PIECES OF THE AGENDA	<ul style="list-style-type: none">• For each part of the agenda, determine who will be responsible for presenting	Nancy	10:45-11:15
MATERIALS AND LOGISTICS	<ul style="list-style-type: none">• List materials to have present• Agree on who responsible for each	Nancy	11:15-11:25
CLOSE-	<ul style="list-style-type: none">• Anything remaining that we didn't discuss	Nancy	11:25-11:30