

Sample Planning Meeting Agenda

STEM EXPO Planning Meeting
Tuesday, February 7, 2012 – 3:30-5:00PM
Agenda

Goal: Create an effective STEM education model that increases student interest in STEM and provides school districts and community members with resources to prepare students for STEM studies and work.

- INTRODUCTIONS** Call in number 781-238-7745. Pass code 6784 followed by the # sign.
- UPDATES** Collaborators to date – 55+ New additions: Attleboro Public Library, Kaput Center, UMass Dartmouth, Learning by Design, Verizon, The Rev. Martin Luther King Committee, PID Analyzers, Navy and Marine History Association.
- MARKETING** Feb. 1/2 – Information sent to Superintendents, principals, school district staff, STEM Expo Planning Committee members Feb. 9 to STEM Expo presenters
- REVIEW** School District Community Team (SDCT) Program Evaluations/Teachers/SDCT
- TO Dos** Ambassadors/Guides: Need 20-25 day of event – need to meet with preservice teachers, graduate students, businesses, STEM professional organizations and others who would like to assist at the STEM Expo.
- Other:

MEETINGS: First Tuesday of the month – 3:30PM, Burnell 119

Focus of STEM Expo Planning Meetings

- March 6 Materials for Teachers - Student Schedules - Ambassadors' guide –
Presenter information - Career Path Profiles - Resource booklet
- April 3 Final review of Student/Teacher Groups & SDCT materials
- May 1 Logistics – floor plan – registration and event materials and process