POST-MEETING CHECKLIST

- With your team, summarize key issues, needs, resources, challenges, etc...
- Determine the mandate of the project and key deliverable(s) to the client.
- Within a week, fill in the Student Agreement template. Ask for help from EL Coordinator.
- Once complete, sign the copy and send it to the client for signature.
- Send a copy of signed Student Agreement to EL Coordinator.
- Create a tentative timeline for your project.
- Share it with your professor & client.
- Plan your time and future team meetings as early as possible.

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