



<b>Type of Meeting:</b> Strategy Team session		<b>Date:</b>	
<b>Attendees:</b>	DC, TJ, LuM, CG, StB, PU, BZ	<b>Chair:</b>	DC
	<b>Item:</b>	<b>Intention:</b>	<b>Description / By Whom / When</b>
1	Reflected on meeting with SET	Reflect	All
2	Identified potential prototypes using input from previous sessions with staff. StB to form first prototype team and announce at next briefing.	Communicate	StB
3	Remaining posters to be produced and hung in library foyer (and staff room)	Decide	TJ
4	Discussed involvement of students via Student Council with the Strategy. DC and LuM to reach out to Darren.	Connect	DC / LuM / Tuesday Oct 30 <sup>th</sup>
5	Strategy-related literature available in the library. Send related, interesting reads to Angela as needed with appropriate tags (i.e.: project names, design thinking, etc...).	Inform	All
6	Team started looking at posters from session with staff to guide definition and understanding of projects	Refine	All

**Intentions:**

Inform/Confirm  
Seek Input  
Brainstorm

Elaborate  
Next Steps  
Feedback

Reform/Create  
Final details  
Humour

Decide  
Reflect  
Thank

