**[Thursday, April 6 at 1:15 p.m.in Massey Lounge](https://docs.google.com/document/d/1_qx6QtYIdh3fIbB_W1kuJpbN74euk9av80w6FWw1sJk/edit" \l "heading=h.t6ljxzh8gzl8)**

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| **Topic: Organizing for Collaborative Work** |

**Facilitator:**  Brenda Ulrich and Chris Sivills.

**Time keeper:** Barbara Coble

**Note taker:** Linda Harris

**Objectives**

* Review norms.
* Review the four classes of data as defined by Cognia
* Discuss where to find different types of data.

**Next steps from previous meeting**

* None assigned..

**Schedule**

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| **Time** | **Min.** | **Activity** |
| 1:15 | 2 | **Brenda Ulrich - Welcome, Introductions, and Review Pluses and Deltas from the last meeting.** |
| 1:17 | 2 | **Chris Sivills - Review Learning Target.  (Purpose)** |
| 1:19 | 2 | **Chris Sivills - Review Norms.**     1. **Be on time and end on time.  Make everyone’s time worthwhile.**   **2.     Be honest, elaborate when needed, be positive, allow others to voice their concerns,**  **and keep open lines of communication.**  **3.   Remove judgment. Listen to others with an open mind and agree to understand their**  **perspectives.**    **4.  Lead with decisions made by the team. Discuss and agree before coming to a decision.**    **5. Confidential information does not leave the group. Trust one another.** |
| 1:21 | 5 | **Staff shares Good News** |
| 1:26 | 35 | **Two Truths and a Lie**  **To play this game each person takes turns stating two truths (true statements) about themselves and one Lie (false statement).**  **After each person takes their turn, the others in the group have to try to figure out which of the three statements was the “Lie”.**  **Each person that correctly guesses which of the three statements was the “Lie” gets a point.**  **After the first person has their turn go clockwise to the next person playing until everyone has had a turn to tell two truths and a lie.**  **The player with the most points after each person has gone is the winner.**    **Building the Tallest Tower.**  **Directions:**   * **Divide everyone into groups of 4 to 8 people** * **The goal of this exercise is to have your team build the tallest free standing tower with 3 x 5 cards**   **Here are the rules:**   1. **You will be given 10 MINUTES to plan and build your tower.** 2. **You will have 10 MINUTES for the actual construction of the tower.** 3. **While you plan, you MAY NOT DAMAGE THE CARDS IN ANY WAY, but you MAY SPEAK.** 4. **While you build the tower, you may NOT SPEAK to each other.** |
| 1:51 | 50 | **Review the examples provided by staff for the four classes of data from a previous meeting.**  **Identify where to find these various forms of data by reviewing each item on the list..**  [**Data Worksheet**](https://docs.google.com/spreadsheets/d/1t6tJHy33he_5fd8EQ71ZpzWwLBeNhttN/edit?usp=share_link&ouid=110415944812472500413&rtpof=true&sd=true) |
| 2:41 | 4 | **Brenda Ulrich - Assess what worked well and what didn’t in this meeting**   |  |  | | --- | --- | | **+ (What worked well)** | **🔺** (**What to change in future meetings)** | | * We are getting working done. * Getting to know one another. * Team Building * Game * LIsts * Clarification * Found things that were missing. * Figuring out things that we need. | * Bathroom Breaks | |