

Structure of Meetings

Time Allotted:

Housekeeping	Notes	
<ul style="list-style-type: none">•Review agenda•Complete documentation•Review homework•Feedback		
Task list discussion	Notes	
<ul style="list-style-type: none">•Assigned reading•Practical application		
Student presentation	Notes	
<ul style="list-style-type: none">•Topic discussion•Feedback		
Case review	Notes	
<ul style="list-style-type: none">•Relate to task list item•Problem solving•Feedback		
Homework assignment	Notes	
<ul style="list-style-type: none">•Specify task or activity•Due date		