**Activity 14: Meeting Agendas**

**Purpose of this assignment:** Develop an agenda for your [specific meeting] meeting during class

**How does it fit within the entire project?**

[Framework]: The framework of your project will guide the entire experience. The framework is the basis of the analytical thinking. It is critical that you come to class with a sense of where you are taking your project.

[Material and Methods]: This agenda will enable you to have a productive in-class meeting to develop your material and methods section and articulate your data collection and analysis process in details to your readers.

[Figures and Tables]: This agenda will enable you to have a productive in-class meeting to develop your figures and tables, which are central to the presentation of your findings to readers.’

[Results]: This agenda will enable you to have a productive in-class meeting to develop your results section, which will complete your work on the figures and tables.

[Discussion]: This agenda will enable you to have a productive in-class meeting to develop your discussion section, which is one of the most critical element of your manuscript because it summarizes your findings, places them in context (of prior results, the field, etc.), and explains the significance of your work.

[Introduction]: This agenda will enable you to have a productive in-class meeting to develop your introduction section, which is the sister section of the discussion because it presents the questions and hypotheses you are investigating, places your work in context (of prior results, the field of research, etc.), and explains the significance of your work.

**Tasks required:**

* Coordinate with your team members to fill out the worksheet below
* Upload complete agenda on the discussion board

**Deliverable:** Upload of agenda on discussion board of [LMS] by [deadline].

**Estimated time:** Less than [thirty] minutes

**Group work or individual work?** Individual and Group work

**Notes to instructor:**

* Select the appropriate information above depending on the specific group meeting.
* Select the appropriate set of questions below depending on the specific group meeting.

**Step-by-step:**

[Framework]:

1. Much of the meeting will be devoted to the sharing of the information you prepared as part of your notebook activity reflecting upon your readings and mind mapping activity. You should make sure to do the following prior to the meeting
	1. Complete and have with you your notebook questions for [Framework I].
	2. Complete and have with you the [mind mapping activity].
	3. Read the [project framework meeting sheet].
2. Complete the questions below individually:
	1. What are your biggest concerns about the project so far?
	2. What resources do you need from me?
	3. What terms from your readings do you not understand?
	4. Do you have questions for me about specific components of your readings?
	5. Are there aspects of the project that still confuse you (structure and/or subject)?
3. AS A GROUP, go over your answers to the questions above.
	1. Can you answer some of your teammate’s questions?
	2. Combine redundant questions as necessary.
	3. Make a list of all remaining questions. This is the agenda for the meeting to upload (we will go over these questions in class).

[Materials and Methods]:

1. Much of the meeting will be devoted to the discussion of the outline of your material and methods and the development of this section of your paper. You should make sure to do the following prior to the meeting
	1. Complete and have with you your notebook questions for [Material and Methods II].
	2. Complete and have with you the [outline activity from the last class meeting].
	3. Read the [material and methods meeting sheet].
2. Complete the questions below individually:
	1. Write out below an outline for your material and methods section that includes all headers and subheaders.
	2. Go back to the two template papers you were provided at the start of the semester. Write out below an outline for each paper’s material and methods section including headers and subheaders (note that they might not be explicit).

|  |  |
| --- | --- |
| **Paper 1:** | **Paper 2:** |
|  |  |

* 1. Are there elements of your outline that need to be edited or that you need to add based on a comparison with the two published template papers?
	2. What other papers have you found to have helpful material and methods section? These might include papers that describe analyses you will be using, papers that address similar questions to the one you are working on in a different study system …

For each of them, provide a full reference as you would cite them in your paper.

1. Do you have questions for me about specific components of your material and methods?
2. AS A GROUP, put together a complete list of all of the references you included in your answer to question 2d. Upload it to the discussion board. It is your agenda assignment for the meeting. Make sure that a PDF copy of every paper that will be useful to you is available on [a shared folder] for all team members to see and download.

[Figures and Tables]:

1. Much of the meeting will be devoted to the discussion of the choice of figures to include in your paper, their format, and their captions. You should make sure to do the following prior to the meeting
	1. Complete and have with you your notebook questions for [Figures and Tables II].
	2. Complete and have with you the [Graph Predictions activity].
	3. Read the [Figures and Tables meeting sheet].
2. Complete the questions below individually:
	1. List below all figures and tables you expect to include in your paper.
	2. Go back to the two template papers you were provided at the start of the semester. Write out below for each paper a list of all figures and tables included in the main section of the paper. Make sure to provide a shortened title or description for each. Differentiate between figures and tables explicitly.

|  |  |
| --- | --- |
| **Paper 1:** | **Paper 2:** |
|  |  |

* 1. Compare your answers to questions 3a and 3b. Are there figures you should add or delete from the main section of your paper? What about tables?
	2. Consult the supplementary information for one of the papers you have read. Write out below in the format of the [Journal of Morphology] the reference for this paper.
	3. What figures or tables are you planning on including in the supplementary information/appendices of YOUR paper that will not be in the paper but online (Accessible via a link)? *Explain why these are necessary but will not be in the main paper.*
1. Do you have questions for me about specific components of your figures and tables?
2. AS A GROUP, make a list of your answers to question 3 combining them as appropriate. Put together a complete list of all of the references you included in your answer to question 2d. Upload this information as a single file. It will be your agenda assignment for the meeting. Make sure that a PDF copy of every paper that will be useful to you is available on [a shared folder] for all team members to see and download.

[Results]:

1. Much of the meeting will be devoted to the discussion of the outline of your results sections. You should make sure to do the following prior to the meeting
	1. Complete and have with you your notebook questions for [Results I].
	2. Complete and have with you the [Writing a results paragraph activity].
	3. Read the [Results meeting sheet].
2. Complete the questions below individually:
	1. Repeat below the outline for your results section that includes all headers and subheaders (from your notebook).
	2. What are the highlights of your findings? Summarize in no more than two sentences each the four main findings of your study.
	3. Match these four elements to the outline you wrote in question 3a. Do they all fit? Do you need to revise your outline?
	4. How does each figure and each table associated with your results section fit onto the outline from 2c? Do you need to revise your outline?
	5. Write below a revised outline including two sentences per section/subsection summarizing the gist of the findings and associate all necessary figures and tables.
3. Do you have questions for me about specific components of your results section?
4. AS A GROUP, make a list of your answers to question 3 combining them as appropriate. Upload this information as a single file. It will be your agenda assignment for the meeting. Make sure that a PDF copy of every paper that will be useful to you is available on [a shared folder] for all team members to see and download.

[Discussion]:

1. Much of the meeting will be devoted to the discussion of the significance of your research and its inclusion in your discussion section. You should make sure to do the following prior to the meeting
	1. Complete and have with you your notebook questions for [Discussion I].
	2. Complete and have with you [the Writing a discussion paragraph activity].
	3. Complete and have with you [the Response to counterarguments activity].
	4. Read the [Discussion meeting sheet].
2. Complete the questions below individually:
	1. Repeat in the first column of the table on the next page all of the main findings of your research you have identified. Add rows as necessary.
	2. For each of those findings, identify in **one** sentence why that result is important to the study of [insert here relevant topics and keywords of the CURE].
3. Go back to the literature and answer the following questions:
	1. Does your work provide an answer to a long-standing question in the field?
	2. Are you the first to provide evidence for a pattern that has been assumed for a long time?
	3. Do you provide broad support for a pattern proposed before by studying a small sample (few specimens, few species …)?
	4. Are you providing the first evidence of a particular pattern or the first line of evidence for a question never studied in this study system?
	5. What element of your work is novel? Think about method, sample, and variables in particular.

|  |  |
| --- | --- |
| **Finding** | **Significance** |
|  |  |
|  |  |
|  |  |

1. Do you have questions for me about specific components of your discussion section?
2. AS A GROUP, make a list of your answers to questions 2b and 3 as well as a list of your questions for me, combining them as appropriate. Upload this information as a single file on the discussion board. It will be your agenda assignment for the meeting

[Introduction]:

1. Much of the meeting will be devoted to outlining the introduction and developing a plan for the final version of the manuscript of your project.
2. You should make sure to do the following prior to the meeting
	1. Complete and have with you [your notebook questions for the Introduction].
	2. Complete and have with you [the Writing an Introduction activity].
	3. Complete and have with you [the Response to counterarguments activity].
	4. Read the [Introduction meeting sheet].
3. On your own, use the answers to your notebook activity to organize the information from the activity on Writing an introduction. In other words, create a detailed outline of your introduction that includes all necessary elements (i.e. Background information, Problematic / Question(s), Hypothesis (-es), Motivation and significance of study, Setup of study).
4. Include all necessary references for each element of your outline.
5. Do you have questions for me about specific components of your discussion section?
6. AS A GROUP, make a list of your answers to questions 5, combining them as appropriate. Upload this information as a single file on the discussion board. It will be your agenda assignment for the meeting.