



## Planning Meeting 1: Goals, Logistics, and Communication Norms

### 1. Goals:

<b>Goal Statements</b> List 3 goals that each of you hopes to achieve with this partnership.	
<b>Engineer Responses</b>	<b>Teacher Responses</b>
<i>Example: Students can see themselves as an engineer.</i>	<i>Example: Students can apply math curriculum to the challenge.</i>
<b>Common Goal Statement:</b> <i>Example: Students will be able to identify with the engineer as a person and apply mathematics when participating in their challenge.</i>	
<b>How can I support this goal? (engineer)</b>	<b>How can I support this goal? (teacher)</b>
<i>Example: I will review concepts students are learning in math and make real-world between these concepts and my professional story.</i>	<i>Example: I will connect curriculum content to the design challenge while students are in the planning process.</i>



## 2. Sharing Perspectives

<b>Engineer</b> Shares digital storyboard and highlights from it.	<b>Teacher</b> Shares instructional plan.
Notes:	Notes:

## 3. Student Engagement

<b>Ideas for Student Engagement</b> List 3 ideas that you feel will help spark students' interest in engineering and engage students in the community.	
<b>Engineer Responses:</b>	<b>Teacher Responses:</b>
<b>Support</b> What expertise do you have to help support student engagement throughout this project?	
<b>Engineer Responses:</b>	<b>Teacher Responses:</b>



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#### 4. Logistics

Engineer Availability	Classroom Availability
Dates:	Dates:
Times:	Times:
<b>Scheduled Virtual Meeting:</b> Date: _____ Time: _____	
<b>Back-up Option:</b> Date: _____ Time: _____	

#### 5. Next Steps/Action Items

<b>Next Steps</b> Recap the meeting by reviewing tasks and confirming next steps.	
<b>Engineer Tasks:</b>	<b>Teacher Tasks:</b>



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## 5. Communication Norms

Engineer	Teacher
<b>Preferred method of communication:</b> Phone: Email: Other:	<b>Preferred method of communication:</b> Phone: Email: Other:
What are the best times to communicate?	What are the best times to communicate?



How frequently do you check your email/phone?	How frequently do you check your email/phone?
How soon are you likely to respond?	How soon are you likely to respond?
How soon do you expect to be responded to?	How soon do you expect to be responded to?