

**William Penn Task Force Meeting**

Saturday, October 7, 2023

11am-2pm

**Meeting Objectives**

- Introduce task force members and establish rapport.
- Build a shared understanding of the task force's purpose and goals.
- Establish norms and expectations for collaboration.
- Conduct a tour of the William Penn Building to level-set members with the space.
- Set the groundwork for future meetings and action items.

	<b>Activity</b>	<b>Description</b>
11:00-11:05 am	<b>Welcome and Overview of Task Force Purpose and Goals</b>	<ul style="list-style-type: none"><li>● Opening remarks by Dr. Lori Suski</li></ul>
11:05-11:20am	<b>Introductions</b>	<ul style="list-style-type: none"><li>● Self-introductions by all task force members, including name, role, and brief background</li></ul>
11:20-11:40am	<b>Establishing Norms and Expectations</b>	<ul style="list-style-type: none"><li>● Discussion on the importance of collaboration and teamwork within the task force.</li><li>● Brainstorming and agreement on a set of norms and expectations for task force meetings and communication.</li><li>● Facilitated discussion and recording of agreed-upon norms.</li></ul>
11:40 am-12:05pm	<b>Uncovering Our Strengths</b>	<ul style="list-style-type: none"><li>● A team-building exercise to identify and appreciate unique strengths within the group.</li><li>● Discussion on how these strengths can be leveraged to achieve task force objectives.</li></ul>
12:05-12:35pm	<b>Gallery Walk: Gathering Questions</b>	<ul style="list-style-type: none"><li>● Members participate in a gallery walk activity where they write down questions and assumptions related to the task force's mission.</li></ul>

	<b>and Testing Assumptions</b>	<ul style="list-style-type: none"> <li>• Questions and assumptions are posted on a wall, creating a collective brainstorm.</li> <li>• Group discussion to prioritize and explore</li> </ul>
<i>10-minute Break</i>		
12:50-1:35 pm	<b>Tour of the William Penn Building</b>	<ul style="list-style-type: none"> <li>• A designated guide will lead members on a tour of the building.</li> </ul>
1:40-2:00pm	<b>Debrief and Next Steps</b>	