Supplies

Every week
- Minutes form (preferably typed so it can be emailed out after the meeting)
- Powerpoint

Meeting 1:
- Trifolds
- Tactic analysis form (T-bar worksheet)

Meeting 2:
- Poster paper or whiteboard or Elmo (whiteboard: you'll need to take a picture of it after so it can be referred to later)
- Large post-its

Meeting 3:
- Research report form
- Research report samples
- Post-its

Meeting 4:
- Research report summaries (complete w/copies for all team members & internal coordinator)

Meeting 5:
- Poster paper or whiteboard or Elmo (whiteboard: you'll need to take a picture of it after so it can be referred to later)
- Large post-its
- Copies of slide #9

Meeting 6:
- Poster paper or whiteboard or Elmo (whiteboard: you'll need to take a picture of it after so it can be referred to later)
- Action Plan form
- Action Plan examples
- Computer...would be nice to type the first Action plan up & send it out as a reference for homework

Meeting 7:
- Cost Benefit Analysis form
- Cost Benefit Examples

Meeting 8:
- Research
- Action Plans
- Cost Benefit Analysis drafts
- Power-point presentation template
- Cover-letter, presentation, planning binder guidelines