

# Institutional Equity Plan (2018-2019)

## Meeting Agenda

<b>NAME OF COUNCIL/TEAM:</b> Institutional Equity Plan (2018-2019)		
<b>OBJECTIVE OF MEETING:</b> Analyzing Sub-Team & Debrief of Themes and Conclusions		
<b>DATE:</b> 01/26/2019 <b>TIME:</b> 12pm - 5pm	<b>LOCATION/ROOM #:</b> Hub Pong & Submarine <b>CALL-IN NUMBER:</b> <b>CALL-IN CODE:</b>	
<b>FACILITATOR(S):</b> Joshua Moon Johnson and Pam Chao		
<b>TIMEKEEPER:</b>		
<b>ASSISTANT:</b> Cesar Reyes		
<b>ATTENDEES:</b>		
<b>SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):</b>		
<b>UPDATES AND BRIEF REPORTS</b>		
<b>Topic</b>	<b>Person(s) Responsible</b>	<b>Time Allotted</b>
Check-in, lunch, and review of agenda	Joshua Moon Johnson	15 min.
<b>ACTION ITEMS:</b>		
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Time Allotted</b>
Discuss Missing Themes, Organize/finalize themes, break/edit, format, and print themes	Joshua Moon Johnson	
<b>DISCUSSION ITEMS:</b>		
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Time Allotted</b>
Discuss themes: What is missing? What might not seem to belong? Clarify and summarize each theme?	Joshua Moon Johnson	70 min.
Finalize Major themes; break into small groups; small groups create a theme overview: Title of theme/Issues Two-three sentence describing issues six to eight bulleted points further detailing sub-issues	Joshua Moon Johnson	45 min.
<b>ITEMS FOR FUTURE CONSIDERATION:</b>		
<b>Topic</b>		<b>Contact Person</b>
Meet as larger group; smaller groups share back to larger group final comments and agree on themes and issues discuss process for creating recommendations and actions for each theme/issues		Joshua Moon Johnson
<b>OTHER INFORMATION:</b>		

