

General Guidelines for Facilitators

- **Send emails as early as possible** so students have enough time to block it in their calendars. Ensure that your emails are **clear and concise**. Highlight key points and action items to avoid any confusion.
- **Follow-up on action items regularly**. Many students have additional academic and extracurricular commitments beyond their work on this project, which may be prioritized. Politely reminding students to complete tasks shows that it's important to you that it gets done and ensures they don't inadvertently lose track of it.
- **Emails are an opportunity to set the tone and culture** for meetings and the collaboration. For example, using a friendly, respectful, and encouraging tone in pre-meeting emails can make the meetings less daunting.
- Reiterate that you're **open to feedback**. Provide clear instructions on how students can share their thoughts and suggestions (eg. direct email responses, feedback forms, or designated feedback sessions). This can increase the likelihood of constructive dialogue between you and the students, be it through formal mechanisms or informal conversations.
- **Attach relevant documents for easy access and reiterate how to find these in the shared drive**. This will increase the likelihood that students access and/or review them, leading to more productive discussions.
- Whenever possible, **personalize your emails**. Acknowledge individual contributions and efforts to make students feel valued and recognized.
- Keep in mind that **emails may not always be the best mode of communication** for your group of students. **Meet students where they are and communicate with them via an agreed-upon platform**. These templates can be modified to fit other modes of communication as well.

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Pre-Meeting Email Template

Hi everyone,

[greetings][potentially add any brief, notable project updates][invitation to attend the next meeting]. Below are the details for the upcoming meeting:

Date: [date]

Time: [time]

Location: [Zoom link and/or meeting room]

[I have attached the agenda and relevant materials for your review before the meeting. Mention whether students can suggest items to add to the agenda/how] [Provide a brief overview of what the meeting will cover]. Before the meeting, please review/complete the following:

1. **[Pre-meeting task #1]:** [Brief overview]
2. **[Pre-meeting task #2]:** [Brief overview]
3. **[Pre-meeting task #3]:** [Brief overview]

[Mention why these are important to the project overall, and why it's specifically valuable to get student feedback on these items].

[Reiterate any mutually agreed upon norms, shared drive link(s), etc]. [Mention what students should do if they can't attend the meeting (eg. email you in advance, read the notes afterwards, have a make-up meeting, etc)].

Best,

[Name]

[Role]

Meeting Follow-up Email Template

Hi everyone,

[Thank everyone for attending the meeting, reiterate their importance to the project and why the specific points discussed during this meeting will benefit the project]

In our meeting, we covered the following topics:

1. **[Topic #1]:** [Brief summary or key points discussed]
2. **[Topic #2]:** [Brief summary or key points discussed]

As discussed, here are the action items and their respective responsible members:

Topic	Action Item	Responsible Member(s)	Timeline

[provide a mechanism for people to indicate interest on supporting any of the above pieces – eg. “Please email me if you are interested in working on any of the above, but are not listed”][be clear and explicit with how they should follow-up or express interest – should be in line with agreed upon communication platforms/norms]

Meeting Materials:

- [link agenda]
- [link any other documents discussed in the meeting]
- [link group norms and/or Terms of Reference document]

Upcoming Meeting: Our next meeting is scheduled for [date] at [time and location].

[specify whether a calendar invite will be sent to everyone].

[Mention any feedback mechanisms – eg. a form, contacting via email, a third party who students could speak to with feedback; and the importance of feedback to improve their experiences and the project as a whole – it is important that they are feeling supported and empowered in their roles]

[Reiterate thank you(s) and specify how students can ask questions]

Best,

[Your Name]

[Your Position]

[Your Contact Information]