

# **[project name] Advisory Committee Launch Meeting**

**[date]**



# **Welcome!**

to [project name]

# Objectives

- [eg. Get to know each other, the project]

# Agenda

- About the Student Advisory Committee (SAC)
- About the Project
- Student Advisor Role and Expectations
- Communication and Collaboration
- Next Steps

# Advisory Committee Members

- [list out names of the committee members, background (eg. program of study)]

Eg.

- **Firstname Lastname**, Undergraduate Student, Engineering
- **Firstname Lastname**, Doctoral Student, UTM
- etc.



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# Advisory Committee Facilitators

[list out names, backgrounds of the facilitators – explain involvement in the project and how it relates to the committee]



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# About the Project

[project name]

# About the Project

- [eg. project goals, guiding principles, diagrams, timeline, etc]



# About the Team

- [eg. team member names, roles, org chart, etc]

# **Student Advisory Committee (SAC)**

Role and Expectations

# About the SAC

- [goals for the SAC – maybe provide members with an overview of various aspects of the project that they could work on]
- [term length, compensation]
- [meeting formats]
- [communication expectations – platform(s), frequency, etc]
- [this should be a two-way discussion – come up with shared goals + expectations for each other]
- [feedback mechanisms]

# Group Expectations

- [This should be a two-way discussion – come up with shared goals + expectations for each other (ie. for group members and for the facilitator(s)). For example, this can be done by breaking out into smaller groups to discuss for ~5 minutes, then coming back together to discuss as a group and create a compiled list of norms that everyone agrees to.]
- [You may want to start with some example norms/expectations, and give everyone the option to add/adjust the norms that are already there]

# Support for the SAC

- [Who will be supporting the SAC? what kinds of support are available?]
- [How will SAC members benefit from this opportunity (outside of formal compensation) – eg. networking opportunities, impact on the project, reference letters for future opportunities, etc]
- [What opportunities will students have for engaging with the project? For personal development?]
- [How can students make the most out of their time on the committee?]

# **Communication and Collaboration**

# Communication

- [It may be helpful to review the communication section of the terms of reference]
- [What will meeting follow-up look like? What is the main communication platform? Who should students reach out to under various circumstances (eg. not being able to attend a meeting)?]
- [Discuss the length of monthly meetings, and generally what their format and content will look like – will they be virtual/in-person/hybrid?]

# Collaboration

- [It may be helpful to review the materials section of the terms of reference]
- [Where can meeting materials be found? How can students access/navigate/contribute to the shared drive?]



# Next Steps

# Action Items

- [Follow up email to be sent out – (LINK TEMPLATE HERE)]
- [Reviewing the Terms of Reference document]

**Next meeting:**

**[date and location of next meeting]**

# Questions and Feedback

# Title

Subtitle

# Title

- Bullet Point
- Bullet Point

# Section Title