

# Appendix F: Planning Committee Activity

## Meeting Minutes and Summary of Activity (usually about two pages)

### **Planning Committee Members**

Full Name 1

Full Name 2

Full Name 3, etc.

Terry observations: the topics are well supported in the literature and based on good strong insights of the community for the learners at TMU.

Suggestion that sessions are designed for 40 minutes with 20 minutes reserved for questions and discussion.

This looks great and I think it will be well-received. Are there specific learning objectives for the whole program or will it be per session?

Specific learning objectives will be provided by each individual speaker prior to their presentation, and sent out to participants in advance of the session. This will be a requirement of all speakers prior to advertising/posting the webinar sessions. They will be shared as soon as we receive them.

### **Notes**