

Bodies in Translation Meeting - October 16, 2017

Dana, Sepideh, Alan, Andrea

- there will be 16 participants total including us
- Split into 3 or 4 groups
- No predetermined groupings
- Consider creating random groups on the day - by numbering off or otherwise
- SUPPLIES WE NEED TO BE SURE WE HAVE
 - Chairs with and without armrests (have at least 6 without)
 - Lego, TOYS
 - Paper
 - Flip charts? have at IDRC
 - Pens, markers, pencils
 - Coffee for the morning - to pick up at Starbucks
 - Water - have at IDRC
 - Laptops/airbooks
 - Extra cups/plates etc (will check at IDRC)
 - Sticky notes - have
 - Contact Andrea if anything else comes up
- Other recording devices if needed - photographs, audio?
 - Would need to get consent
 - Would need something for each table
 - Preference is to have people record themselves as they are comfortable
 - Andrea to take notes about how the sessions went after the fact
 - We can take photos of artifacts during the session
- Need handouts in large print for Thursday
 - Digital version completed by Wednesday:
 - 1. Schedule,
 - 2. Overview of activities/expectations/exploration questions,
 - 3. Detailed design activities
- Wrap-up - what are next steps etc? Involvement in next session?
 - How their participation contributes to the project in short-term and long-term
 - Feedback/feedforward
 - Next artifact(s) produced?
 - Wiki summary - send out to everyone for comment
 - Further refinement
 - Long-term project
 - Staying in contact? Mailing list or other? Allow people to opt-out (since we already have their contact info)
 - Also ask about Bodies in Translation newsletter sign-up - every other month update
- No remote participants planned
- Still want to consider a fully remote session down the road