

# Draft Agenda

Monday, June 22:

Time	Description
8:30a	University of Toronto, <a href="#">Claude Bissell Building 140 St. George Street</a> , Room 313/319 <breakfast>
9:00a	Meet and Greet team introductions
10:00a	Orientation and introduction to the project (Jess and Colin)
12:00p	<lunch> brought to the room
1:00p	<a href="#">Advisory Panel</a> will lead 10-15 minute conversations about topics in their own work that are related to Fluid Engage. <a href="#">Project Team</a> , <a href="#">Fluid Engage Steering Committee</a> and <a href="#">Fluid Engage Board</a> will participate.
3p	<coffee and cookies and fruit>
3:15p	A geek and non-geek friendly technical and architectural walk-through (Colin)
4:30p	Wrap up for the day
6:30p	<a href="#">dinner with group: click for location and transportation information</a> >

Tuesday, June 23:

Time	Description
8:30a	University of Toronto, <a href="#">Claude Bissell Building 140 St. George Street</a> , Room 313/319 <breakfast>
9:00a	Introduction to workshop activities, overview of UCD
9:30p	Show-and-tell design work
11:00a	Past experiences activity <a href="#">Project Team</a> , <a href="#">Advisory Panel</a> , <a href="#">Fluid Engage Steering Committee</a> and <a href="#">Fluid Engage Board</a>
12:00p	<lunch> brought to the room
12:00p	<a href="#">Advisory Panel</a> meeting with Jutta separately for lunch, Bissell Building Room 307
1:00p	Brainstorm activity <a href="#">Project Team</a> , <a href="#">Advisory Panel</a> , <a href="#">Fluid Engage Steering Committee</a> and <a href="#">Fluid Engage Board</a>
3:00p	<coffee and cookies and tea and fruit>
3:15p	<a href="#">Fluid Engage Board</a> meeting <Bissell Building Room 307, <a href="#">Fluid Engage Board Agenda</a> >
4:15p	Jutta closes down the day with a sum-up conversation.
7:30p	<a href="#">Dinner recommendations for those staying in Toronto</a> >

Wednesday, June 24 - Friday, June 26:

**working days for the [Project Team](#) Design and Development - if you can even make it for one of these days, please do! (if feasible given travel and budget)**

If you are able to stay, please do - face to face meetings are a rare time to collaborate with each other



**Please add materials if you need them:**

- wireless for ~50
- whiteboards and whiteboard markers
- large easel sized post-it pads
- post-it notes of variety of colors and sizes (\* including a couple hundred of the standard size in standard 4"x4" canary yellow)
- markers, pencils...
- name tags for first day
- projectors
- room setup (one big long table would be great)
- dividing room, chairs and tables
- setup a laptop to always be projected and wired in to connect to breeze via ethernet, not wireless