# Week #1 Report

To receive full credit for this week’s report, please fill out the following information **as a group**.

Note that if there are any issues filling this out with unresponsive group mates, TA or mentor, please DM either me or Tim Hannifan.

Name of Project:

|  |
| --- |
|  |

Name of students in clinic:

|  |
| --- |
| [Name #1] |
| [Name #2] |
| [Name #3] |
| [Name #4] |
| [Name #5] |
| [Name #6] |

Name of Teaching Assistant (if applicable):

|  |
| --- |
|  |

Name of your Faculty Mentor:

|  |
| --- |
|  |

## Meeting Times

There are two types of meetings that you need to schedule: Your Weekly Mentor meeting and two hours of in-person clinic time.

### Weekly Mentor Meeting time

* Is either in-person or over zoom (at the discretion of your **mentor**)
* Needs to include all members of the team (students, faculty and TA). Make sure to coordinate with everyone.
* Needs to be once a week.
* If you need a room, write down “need room” under location

|  |  |
| --- | --- |
| Weekly Mentor Meeting Day |  |
| Weekly Mentor Meeting Time |  |
| Weekly Mentor Meeting Location |  |

### In-person clinic time

* Must be in-person. They will be held in Ryerson (room TBD).
* Needs to include students and TA (not faculty).
* There are two of these per week.
* Cannot be on the same day and cannot be on the same day as your mentor meeting.
* You need to provide **three options**, two primary and an alternate. As a reminder, these are IN-PERSON.

Option #1:

|  |  |
| --- | --- |
| Meeting Day |  |
| Meeting Time |  |

Option #2:

|  |  |
| --- | --- |
| Meeting Day |  |
| Meeting Time |  |

Option #3:

|  |  |
| --- | --- |
| Meeting Day |  |
| Meeting Time |  |