

THings that went well

- timing was relatively smooth given the length of the meeting.
- Content was good
- Did not spend too much time discussing the guidebook.
- Most people prepared a 5 minute lecture.
- There was excitement and contribution from the TAs.
- Tim and I divided up the content fairly well.

Things that could be improved

- It would have been best to have rallied more of the office staff to join us.
- The end was a little rushed
- With a 3 hour segment, it would have been better to do a little more group work
- During the individual five minute lectures it probably would have been better to have each student write an evaluation, or make at least one comment. A couple of people zoned out once we started presentations.
- There were issues with the guidebook, so we were unable to email that out. This caused some confusion and it would have been best for TA's to have access to guidebook sooner.
- Holding this meeting on Friday instead would probably be an improvement. Not only is it difficult on TA's and facilitators that take qualifying exams during the week, but it is helpful for TAs to meet with their course coordinators in advance.