

WIT Planning Meeting Notes (4/20/23)

Future Activities and Dates

Activity	Date	Format	Notes	Comments
Volunteer Meeting	Thursday April 27 12:15pm - 1pm	Teams	Plan to meet quarterly Assign volunteers to areas / activities of interest Develop agenda	
Coffee and Tea (catchy title)	Wednesday May 10 8am-9am	TSB and Teams	Coffee, Tea, pastries and fruit Mother's Day celebration and gift(?) Check with JF for funding	
Lunch and Learn	TBD May 23, 24, 25 11:30am - 1pm	Teams	Bring own lunch Develop format and agenda Identify Guest Speaker Decide Topic	Topic Ideas: WIT Challenges
Community Meeting	Wednesday June 14 2-4pm	On Campus and Teams	Determine campus location Develop format and agenda Identify Guest Speaker(s) Decide Topic(s) / Activities / Breakout sessions(?)	Topic Ideas: Mentorship (FSU staff and students) Ebe Randaree (CCI) Wise and WIL
Happy Hour (after community meeting)	Wednesday June 14 4:30pm	LOCATION TBD	Identify Location Reservations	
WIT Community Overview and Recommendations ELT Presentation	August / September 2023			
FUTURE: Women's International Day Celebration	March 8, 2024 Annual		Showcase Recognition Celebrate	

			ITS and FSU - above and beyond	

VOLUNTEER GROUPS

Volunteer Groups	Members	Planning Ideas	Notes
Coordinate professional and personal development sessions	Anne Andrea Sarah M		
Engage WIT community with Teams discussions	Andrea Andrea Deborah Gill Sarah M		
Develop mentorship opportunities	Andrea Anne Rebekah Deborah Gill		
Plan and organize WIT community activities	Andrea Deborah Gill Shawn Crimbley		
Lead interest groups	Rebekah Deborah Gill		

TOPICS OF INTEREST

Topics	Interest	Notes
Career Advancement		
Challenges for WIT	Opportunity Work-life balance Pay equity	
Professional / Leadership development	Technical training Leadership and management development Communication and networking skills	
Work-life balance		
Professional branding / self-improvement		

TOP ACTIVITIES OF INTEREST

Activities	Ideas	Notes
Social Events		
Guest Speakers		
Mentorships		
Professional Development		
Community meetings		
Lunch and learns		
Coffee meetings		