

## A-122 Team Collaboration Activity Schedule

**HGSE Team Lead:** Please fill in the table below with details of the activities you and your collaboration team have agreed upon and return to [rachel\\_gakenheimer@gse.harvard.edu](mailto:rachel_gakenheimer@gse.harvard.edu) and cc your TF.

**Types of Engagement:**

- Conversations / interviews with executive directors (or equivalent), staff, parents, students, teachers, or other partners
- Event / Meeting

**TEAM NAME:** \_\_\_\_\_

	Initial Meeting*	Additional 1*	Additional 2*	Other (Optional)	Other (Optional)
<b>Type of Engagement</b> (please choose from the above list)	Meeting				
<b>Name of Activity</b> (w brief description)	Initial Meeting				
<b>With Whom?</b> (Name and title or descriptor)					
<b>Where?</b> (Zoom, phone, etc.)					
<b>When?</b> (Date and time)					

**\* Required**

Please briefly describe the agreed-upon project here:

Please check boxes of anticipated skill-building

- Data analysis
  Research
  Interview / int. prep
  Evaluation
- Other \_\_\_\_\_