

## Report Guidelines and Discussion – April 11, 2017

1. Submit your **individual** report to me in class before your discussion
  - a. Each student should write a report summarizing who met, when, and where the meeting was held, what happened at this meeting, and how it relates to what we have been studying. It also helps if you can start out by describing the city and then introduce the meeting.
  - b. The report is expected to be 5 pages, double spaced with 12-point font (either Calibri or Times New Roman) – See next page for Formatting
  - c. Please attach the agenda from the meeting at the end of report.
2. Discussion groups: Each discussion group is responsible for summarizing the major goals and history of the commission attended. For example, people who attend the Newark Planning Commission need to start the presentation with the major goals and history of the Newark Planning Commission
  - a. Students who selected the same commission are assigned to the same group (no matter the same day or not)
    - i. If students attended the meeting on different dates, the discussion could be like:
      1. Summarize the major goals of that commission as a whole group (what does this commission do/who does it work for)
      2. Each student briefly summarizes the issues discussed for the date attended
    - ii. If all students attended the meeting on the same day, the discussion should be like:
      1. Summarize the major goals of that commission as a whole group (what does this commission do/who does it work for)
      2. Briefly summarize the issues discussed for the date attended.
  - b. If you attended a planning commission that no one else attended, you are responsible for:
    - i. Summarizing the major goals and history of that commission (what does this commission do/who does it work for)
    - ii. Briefly summarize the issues discussed at your meeting

Name of Commission Meeting – Date of Meeting

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Left Header – First Name Last Name

Center Header – Commission Meeting Report

Right Header – CRPLAN 2000

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