**Email Template**

Copy and paste the following templates into the body of an email.

**Completed Examples**

**Template: Preparing for a meeting**

|  |  |
| --- | --- |
| **Date & Time**: | Friday, April 24, 2020 |
| **Before the meeting:** | 1. Complete the survey about activities that are important to you |
| **Bring to the meeting:** | 1. Ideas about activities that matter to young adults 2. Your calendar so we can schedule our next meeting |

**Template: Team Member Task/To Do**

|  |  |
| --- | --- |
| **Topic:** | Picking survey questions |
| **Your job:** | 1. Read the survey questions on the Slides 2. If you think we should include the question, type your name next to the question 3. If you think we should change question to make it easier to understand, type your idea in the “change” box |
| **Due Date:** | * Please put your ideas in the slides by November 10. * If you want help, let us know by November 1. We can schedule a time to do the activity together. |

**Template: Question/Decision Making/Availability**

|  |  |
| --- | --- |
| **Topics:** | How to share what we learned with other people |
| **Decision:** | * In our last meeting, we talked about different ways we can share what we learned with other people. * We talked about each choice. * Information about each choice is in the meeting notes. * Look at the meeting notes and think about the way you want to share what we learned. The choices are:  1. Making a video 2. Writing a paper 3. Making a photo album |
| **Due Date:** | Please email us with your choice by November 5. |

**Blank Templates**

**Template: Preparing for a meeting**

|  |  |
| --- | --- |
| **Date & Time**: | Friday, April 24, 2020 |
| **Before the meeting:** | (insert specific materials to read or review) |
| **Bring to the meeting:** | (insert specific tasks or materials the team members need to bring to the meeting) |

**Template: Team Member Task/To Do**

|  |  |
| --- | --- |
| **Topics:** | (insert the topic, issue, or part of the research process) |
| **Your job:** | (insert a description of the task, including links or names of any attached materials) |
| **Due Date:** | (include directions on how they should turn in the completed task) |

**Template: Question/Decision Making/Availability**

|  |  |
| --- | --- |
| **Topics:** | (insert the topic, issue, or part of the research process) |
| **Decision:** | (insert description of overall decision, question, or dates):   * Option 1 * Option 2 |
| **Due Date:** | (include directions on how they should turn in their decision) |