

Cohort Lead Checklist SP21

- Cohort Lead Orientation: Thursday, January 28, 7-8 PM, Zoom
 - Review Cohort Lead Manual afterward
- Office Hours for Cohort Leads (Optional): January 25 - May 5, 10:00 AM-3:00 PM
- Cohort Kickoff: Monday, February 8, 7-8:30 PM, Zoom
 - Prepare several icebreakers/energizers for your cohort
 - Arrive by 6:45 PM for briefing
 - Get cohort phone numbers and create a GroupMe or group chat
- Email to Cohort: February 15-19, 2020
 - Thank those who attended Kickoff and follow up with those who did not
 - Remind them of date and time for ILC Mid-Semester Check-in Meeting
- Cohort Lead Meeting: February 25, 2020, 7-8 PM, Zoom
- Mid-Semester Event: March 15, 2020, 7-8 PM, Zoom
 - Prepare several icebreakers/energizers for your cohort
 - Arrive by 6:45 PM for briefing
- Email to Cohort: March 22-26, 2020
 - Thank those who attended Mid-Semester Check-in and follow up with those who did not
 - Remind them of date and time for 1:1 Meeting from April 5th to April 15th
- Schedule Meeting w/ Graf Intern: March 22 - April 2, 2020
 - Graf intern will email about meeting 1:1 with you as a cohort lead
- Individual Check-In Meetings: April 5th – April 15th, 2020
 - Schedule individual check-in meetings with each cohort participant
 - Scheduling apps: Calendly, Doodle, SignUpGenius, WhenToMeet, Google Sheets
 - Meeting location suggestions: Zoom
 - Complete check-in form during each meeting and submit to Graf Intern by Friday, April 16th
- Cohort Lead Meeting: April 15th, 2020, 7-8 PM, Zoom
- End of the Semester Check-in Meeting w/ Cohort: April 26, 2020, 7 -8:30 PM, TBA
 - Create agenda for 30-45 minutes to an hour
 - Prepare several icebreakers/energizers for your cohort
 - Submit sign-in sheet and meeting agenda to Graf Intern by November 30th
 - Arrive by 6:45 PM to help set-up
- Email to Cohort: April 28-30, 2020
 - Thank them for their time and wish them luck