Minutes of Exhibition Planning Meeting 29th January

1. **Academic Honesty Policy** and forms in draft (Chris has already allocated this task to Michelle Mattias & Julie) <http://www.weebly.com/weebly/main.php> (we can collaboratively tweak this later). **Michelle & Julie**
2. **Frequently Asked Questions**. Heidi to finish this page of the website (reflecting on the usual questions which parents and kids ask. <http://www.weebly.com/weebly/main.php>  **Heidi**
3. **General Proof Read:** Genevieve to please read through everything on the website so far. To check the dates are correct, to check there are no spelling errors. **Genevieve**
4. **Assessment of Final Exhibition Presentation** <http://www.weebly.com/weebly/main.php>Heidi to begin page as a draft based on last year’s assessment (we can collaboratively tweak this later). Upload last years rubric, last years check list and so on.  **Heidi to upload last years assessment**
5. **Make a start on Week 1 4-8 Feb instructions** Somebody (or several of us) to begin preparing the guidelines for week one <http://www.weebly.com/weebly/main.php> .  I think that the International Community School Istanbul have done this really well. Look for example at the welcome letter they have each week and all the forms such as the example bibliography and such like this is how I see these week by week guidelines could look <http://iicsexhibition.weebly.com/week-one--cold-hard-facts.html>  **Left for now**
6. **Kids Checklist  of Orderof things to do in what order**(think of better name) **Jenny and Mindy**
7. **Process Journal Paragraph Karen**
8. **Roles and Responsibilities page Chris**