



## **Agenda key**

### **Anticipated interactions to assist panel members with meeting preparation**

**Debate:**

Item on agenda may be contentious and/or additional time may be required for panel members to express their ideas.

**Decide:**

Board members to make a decision today.

**Inform/clarify:**

An opportunity to receive the more recent information or gain additional information about an item. May ask questions to increase panel's knowledge for future panel-related discussion and/or decisions.

**Create:**

Design item, project, program, etc., from scratch, which may take more than one meeting to accomplish.

**Develop:**

Take an established idea/item and expand upon or improve it. This may take more than one meeting to accomplish.