

Check the practical details

BEM1 | First meeting | Logistics

Read this with the shared agenda. Keep it private. You have information the others need, so share it during the meeting.

1. Read your information

Access: one person needs a step-free route.

Your office room: step-free and available Thursday 14:00-15:00.

The outdoor tour: you do not know if its route is step-free.

Weather: the fictional forecast for Thursday is wet. The organisers require an indoor event in wet weather.

Your action: check and reserve the chosen room or confirm the chosen route by Tuesday at 11:00. Tell C, so C can book; tell A when confirmed.

2. Prepare and speak

An important fact to share and a question to ask:

We need a step-free route.
The office room is available ...
We do not know ... yet.
How long does it take? Can everyone attend?
I can check ... by Tuesday at eleven.

Ask about attendance and duration. Do not invent access arrangements or a new indoor tour. If something needs checking, say what it is and who will check it.

3. Write before comparing

Our activity, day, time and reason:

Who does what, by when, and what still needs checking:

Compare with your partners and correct any differences. Keep this page for the supported retry; the teacher will give new role information later.