

Meeting Summary for OUGD-WG Meeting

Apr 22, 2025 10:00 AM Eastern Time (US and Canada) ID: 849 2321 0370

Quick recap

The meeting focused on preparing for an upcoming online event, with discussions on roles, content, and logistics. Jessica was assigned as the main host and MC, responsible for presenting in English and French, while other team members would provide support during the event. The team planned a dry run to practice the presentation, discussed common questions and answers, and addressed various organizational details to ensure a smooth execution of the event.

Next steps

Jessica to update the PowerPoint slides, fixing the time for open rooms to 11:30 AM and swapping the order of "Recruitment Activity Updates" and "Answers to Your Top Questions".

Jessica to update the closing remarks in both English and French to reflect the 11:30 AM end time.

Jessica to draft an email to Recruitment Managers and GCSR lists about the breakout session and event information, then send it to OUAC for review.

OUAC to send Jessica a Guidance Dialogues background image for her to use during the event.

OUAC to post speaking notes and PDF of slides to Katie 8 website by end of day tomorrow or early Thursday morning.

OUAC to send out a reminder about the event to all active OUAC registrants tomorrow.

Katie 8 to send a reminder to all registered guidance counsellors tomorrow.

Jessica to make a call for feedback on the event at upcoming SCSR and GCSR meetings in May.

OUAC, Jessica, and Iliana to figure out a system for handling Q&A during Allison's presentation at tomorrow's dry run.

Summary

Zoom Event Organization and Polls

Jessica and OUAC discussed the upcoming event, with Jessica expressing confidence in the event's organization and handoff. Jessica planned to conduct a dry run with Christine,

who would be leaving early. Jessica also mentioned that she would be the host on the day of the event. The team also discussed the addition of poll questions to the Zoom event, with Jessica suggesting that they could be added during the event. Jessica also mentioned that she would be responsible for typing in the poll questions beforehand. Lastly, OUAC mentioned that Deanna had reviewed the common questions and answers and that they were being edited by the team.

Addressing Guidance Counselor Questions

Jessica discussed the questions submitted by guidance counselors, which were mostly found in the resource guide. She decided to address three questions directly, including one about indigenous studies, which she directed to the app sips. She also mentioned a question about going back in person instead of online, to which she responded that they are staying online. Jessica also had questions about the order of events for the following day's dry run, which she planned to address.

Presenting Slides in English and French

Jessica and OUAC discussed the process of presenting slides in English and French. Jessica will go through the English pieces and then hand over to Jennifer for the French parts. They agreed to record the session and start at 9:30. Jessica will introduce the schedule and welcome, then hand over to Jennifer for her part. After Jennifer's speaking notes, Jessica will take over again.

Presentation Structure and Content Discussion

In the meeting, Jessica, OUAC, and Iliana discussed the structure and content of a presentation. Jessica was assigned to act as the MC, delivering updates in English and French, and handling common questions and responses. OUAC suggested breaking the presentation into sections for better time management. Iliana and OUAC planned to provide support during the presentation, including managing QA and chat. The team agreed to have a dry run the next day to practice and refine the presentation.

QA Feature and Common Questions

In the meeting, Iliana raised a question about the QA feature, which OUAC clarified as a system where questions are submitted and attendees can't see them until they're released. Jessica shared that the questions they receive run the gamut, with common ones being about non-traditional day school grades, night school online courses, private school, admissions, deadlines, program cutoffs, and international admissions. Jessica also mentioned that there were more questions about university program closures, but they decided to wait and see if there were any actual closures before addressing them.

Event Roles and Reminders Discussed

In the meeting, Jessica and OUAC discussed the upcoming event and the roles of the team members. Jessica was asked to send an email to the recruitment managers and Gcsr, reminding them about the breakout session and providing the links to attend. OUAC also mentioned that they would send a reminder to all the registered guidance counselors. The team also discussed the possibility of a debrief session after the event. Jessica asked about the background on Windsor, and OUAC offered to send guidance dialogues. The team also discussed a DC meeting that Iliana had to miss due to illness.

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