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## ***Teachers Making Connections Educational Brigade – Level 1 Trip Meeting Agendas***

We will have monthly organizational meetings, beginning six months prior to the trip. All traveling teachers are expected to read the trip information on the HETO website ([www.heartineducation.org](http://www.heartineducation.org)) PRIOR to the Kickoff Meeting so that meetings can be run as efficiently as possible.

### **TMC – February Brigade**

- **TMC Kickoff Meeting (August)**
  - Traveling teacher and staff introductions
  - Trip introduction and details
  - Question/answer
  - Homework: Prepare passport, make all arrangements to be absent from school
  
- **TMC Meeting 2 (September)**
  - Question/answer
  - Lesson plan introduction
  - Homework: Prepare one lesson idea to share at next meeting
  
- **TMC Meeting 3 (October)**
  - Question/answer
  - Lesson plan share
  - Homework: Finalize lesson plan for next meeting, begin to collect school supplies
  
- **TMC Meeting 4 (November)**
  - Question/answer
  - Teach mini-version of lesson to HETO teachers
  - Homework: Collect school supplies, prepare lesson plan materials
  
- **TMC Meeting 5 (January)**
  - Question/answer
  - Shots given to those who request them (by board certified travel doctor)
  
- **TMC Meeting 6 (February)**
  - Question/answer
  - School-supply packing and weighing