Five Minute Memo

by Rick Cardentey
Parsons Brinckerhoff, cardentey@pbworld.com

Educational Goals: To introduce students to writing of brief, narrative summaries that accurately and concisely convey their thoughts.
Discipline: All.
Description: Students spend five minutes at the end of each session writing a memo on topics determined by the mentors.
Time: 5 minutes at end of mentoring session
Materials: Paper, pencil, pen
Additional Resources: None

Activity: Individual Activity

At the end of each session, ask the students to prepare a brief, written summary about a topic that you want to get feedback on. The students will get a feel for what a memo is and the mentors will get a written assessment of information requested.

Some sample questions include:

- Of what we did today, what worked and what didn't?
- What would you change to fix what didn't work at today's meeting?
- How do you feel our project design is progressing?
- How do you want our final presentation to look?
- If you could choose the food we have at the sessions, what would you order?

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