※ Within **10 days after each community activity/meeting**, complete this record form and email it to the contact person for each case. **Email subject:** [Community Name] – Community Activity & Meeting Record Form, Month Day, 2025.

1. **Meeting Minutes**

|  |  |
| --- | --- |
|  Community name |  |
| Theme | □ Pre-observation meeting□ Peer observation/Teaching demonstrations□ Post-observation meeting□ Curriculum and Teaching Material Development □ Rubric Development□ Team Task Distribution (e.g., class observations, data compilation) □ Division of Responsibilities for Final Report□ External Expert Consultation Meetings □ Review (e.g., independent rubric review) □ Collaborative Discussion and Completion of Final Report□ Others： |
| Date & Time | YYYY / MM / DD  AM / PM HH : MM |
| Place | □O**nline activity** □**in-person activity:** |
| Community Members in Attendance |  |
| Non-Community Members in Attendance (leave blank if none) | □External Expert Scholars (Affiliation) |
| □Student Representatives (Affiliation)※ Student assistants should not serve as student representatives while performing their work duties. |
| □Others (Affiliation) |
| Meeting Minutes | Please summarize the key points of this activity/meeting, for example:The instructor introduced the course objectives, assessment methods, etc., followed by community members discussing and analyzing the challenges or needs of the EMI course.Introductions and suggestions from external experts or student representatives, including their backgrounds.Invitations of experts/scholars from specific fields to participate in discussions or review the finalized rubric. |
| **Activity Photos(minimum 4)** - Insert new row(s) if needed. |
|  |  |
| (Photo Caption / Description) | (Photo Caption / Description) |
|  |  |
| (Photo Caption / Description) | (Photo Caption / Description) |

1. **Activity & Meeting Attendance Sheet**
2. For **in-person activities**, please attach a scanned copy of the paper attendance sheet.
3. For **online activities**, please attach a screenshot showing all participants’ profile pictures as proof of attendance.

|  |  |
| --- | --- |
| Theme | □ Pre-observation meeting□ Peer observation/Teaching demonstrations□ Post-observation meeting□ Curriculum and Teaching Material Development □ Rubric Development□ Team Task Distribution (e.g., class observations, data compilation) □ Division of Responsibilities for Final Report□ External Expert Consultation Meetings □ Review (e.g., independent rubric review) □ Collaborative Discussion and Completion of Final Report□ Others： |
| Date & Time | YYYY / MM / DD  AM / PM HH : MM |
| **Sign-in Sheet** |
| Community Members in Attendance |  |
| Non-Community Members in Attendance (leave blank if none) | External Expert Scholars (Affiliation) |
| Student Representatives (Affiliation)※ Student assistants should not serve as student representatives while performing their work duties. |
| Others |

|  |
| --- |
| Scanned Copy of Activity & Meeting Attendance Sheet |
|  |