NAME: ________________________________ STUDENT NUMBER/MAJOR: ________________________________

1. Describe the issue you would like to discuss. Please include time, place, and individuals involved. If there is more than one issue, please number the issue in the space below.

   Issue ___________________________________________ Time ___________ Place ___________ People Involved


   Step/Attempt to Resolve Issue ________________________________ Date/Time ___________ Outcome ___________ ___________

2. Document the steps/attempts you have taken to address the issue. Include dates, times and the outcomes of those steps/attempts.

3. Please describe your desired outcome. In other words, what do you want as an outcome of the meeting?