# Coffee date questions

**General**

* What are your expectations? What do you need?
* What is your goal with these sessions?
* Discuss DARE and our role. What do we do, what do we not do?
* Tell me about your course: what does it look like?
* What can be changed about your course? What cannot be changed?

**Time**

* Discuss Carpe Diem Steps and give an indication of the time it will take.
* With which step do you want to start? Where do you want to end?
* How much time is available for the sessions? Are all participants available?

**People**

* Who needs to be included in the sessions? Faculty, support, management?
* Who will take the lead?
* Can student-assistants or students play a role? (We encourage this)
* Who will take notes and document the sessions?

**Place**

* Discuss what facilities and materials are needed to support the sessions
* Where will the sessions take place? (Teaching lab or at the faculty?)
* Who will facilitate the sessions?

**Next steps**

* How will we organize the first session?
* Set a date for the kick-off (and preferably for the Blueprint and Storyboard sessions)