Team Secretary Communication Template (7)   
Request initial findings from team

*Note: Communicating the information in bold below is strongly recommended.*

Dear Team Members:

**Please send me a final list of any supplementary information you would like me to request from the school, along with your initial list of concerns. I will then consolidate everyone's initial findings into a master issue list that we will use to focus our discussion of elements that we will focus on during the survey visit.**

Your list of initial concerns should be in bulleted form and tied to a specific element. For example, if you have concerns about the timeliness of clerkship grade returns, you should simply add that phrase to your list. We will then use our first meeting on Sunday afternoon to go over why you thought that was a problem.

The second reminder is that by the time you arrive on Sunday to start the survey visit, you should have 80% of your writing done. I know that this is challenging with your busy schedules but it is really important for two reasons:

1. The most important is that it will help you derive your list of concerns because it focuses your reading and writing on those areas that you will be responsible for.
2. The second reason for getting the writing done now is that it helps you to discover missing data.

See you soon!

Sincerely,

Team Secretary