[Champions name][Project Title]

rOpenSci Champions Program First cohort (2022-2023)

[Add relevant links here - project github, website, blog post, papers, etc.]

First Meeting

Meeting [complete number] [Complete month]

Check -- how are you?

Agenda

- Introductions - get to know each other
- Mentees, tell your mentor about your project
  - ○
  - ○
  - ○
- Set 1-2 goals for your project
  - Where do you want your project to be by the end of the program? (10 month from now)
- Possible areas to think about:
  - For a new package project: a first functional version of the package following the recommendation of the rOpenSci development guide. Improve functions, testing, documentation, repository, functionalities. Improve the developer guide (content, translations)
  - For a package sent to review: prepare the package to send to the review process, send the package to review and complete the process. Improve functions, testing, documentation, repository, functionalities, governance. Write a paper for JOSS about the package. Improve the review process (accessibility, languages, guidelines)
  - For those wishing to become a reviewer: select a package to review. Review a package. Improve the review process (accessibility, languages, guidelines)
- Goals
  - ○
  - ○
- What do you want to see from a mentor?
  - ○
  - ○

- Meeting logistics & Reminders
  - Does this time every month work for everyone?
- Anything else?
  -

- Next time
  -
  -
  -

Second to tenth meetings

Meeting [complete number] [Complete month]

Check -- how are you?

Agenda
- Highlights from the past month + Recognitions (anyone to thank or appreciate?)
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  -
- Review goals & roadmap
  - Are we progressing? Should we adjust anywhere?
  - [In July/august meeting] Set 1-2 goals for mentee outreach activities
    - Analyze potential contributions by type (community call, meetups, conference, blog post, tutorial), by number, when, by goal (develop a new skill, try something new, organize something with other community).
  -
- [When is a month with a cohort call]Review the cohort call: any thoughts / questions / feedback after last week's call?
  -
  -
  -
- How else can we help?
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  -
- Next time
  -
  -
  -

Last meeting

Meeting [complete number] [Complete month]

Check -- how are you?

Agenda

- Celebrate! Look at all you accomplished the past months!
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    -
- Review goals from the beginning of the program. Are you where you thought you would be? Why or why not?
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- Sprint + Mentorship & Training
    - What went well?
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        -
        -
    - What could be better?
        -
        -
        -
    - Any contributors / attendees stand out?
        -
        -
        -
    - Anything we should do differently next time?
        -
        -
        -
- Next steps
    -
    -