

**Table of Contents**

**Executive Summary**

**Background**

**Project Description**

 *Opportunity*

 *Vision*

 *Outcomes*

 *Deliverables*

**Cookbook**

**Kitchen Basics**

**Food Basics**

**Markets in Boston**

**Nutrition Information**

**Tips on Nutrition Plate**

**Food Substitution**

**Breakfast**

 **Lunch**

 **Snacks**

 **Dinner**

 **Desert**

**Appendix**

**Meeting Minutes**

**Google Survey Information**

**Google Survey Results**

**Project Schedule**



**YMCA Cookbook**

**Executive Summary**

**Student Development Team**

Jordan Hammons, Ian Itzla, Paige Taylor,

Joseph Jennings, Amanda Siciliano

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**Background**

Karibe Ibeh is the Director of Food and Nutrition Services at YMCA of Greater Boston. A partnership was formed between the YMCA and the students of Wentworth Institute of Technology through the Group Processes & Team Building course. As a result of this partnership, service-learning projects were created to assist the nutrition programs of the YMCA of Greater Boston and their partnering organizations.

**Project Description**

*Opportunity*

The class was assigned projects that were connected to a larger program intended to educate Boston children in the areas of nutrition, meal preparation, and health-conscious decision making. One of these assigned projects is to create a recipe booklet that will educate children aged 6-14 on the basics of cooking. Another goal of this cookbook is to teach children how to prepare meals at the YMCA with the hopes that they can use these newly learned skills within their own homes.

*Vision*

When drafting the booklet, the primary priority for the recipes was diversity. Recipes considered different meals, cultures, and dietary restrictions. Another priority was to ensure that most of the meals could be prepared regardless of cooking experience. Regardless of skill level, the recipients would receive proper guidance for each recipe. These meals also considered ingredients from local grocery stores and farmer’s markets.

*Outcomes*

* Fifteen recipes were included in the booklet evenly organized into five categories of breakfast, lunch, snack, dinner, and desert
* Each recipe includes a nutritional table containing accurate information on servings, calories, vitamins, and other nutrition information
* The booklet contains a section on nutrition that educates recipients on food groups and provides guidance on selecting healthy foods
* This cookbook includes a section on general cooking and kitchen information, reviewing safety tips and descriptions of kitchen appliances
* The booklet itself will be submitted as a physical prototype that is graphically designed
* This cookbook serves as a tool that the YMCA can use to educate children, from a wide variety of ages, on healthy cooking and nutrition choices

*Project Deliverables*

This booklet was submitted to Karibe at the end of the semester. The recipe booklet is distributed to the children that sign up for the summer YMCA program.

**Appendix**

**Meeting Minutes**

*14 May - Brainstorming Session 1*

Meeting with Karibe

Topic: Recipe Booklet

* Want to teach kids to learn how to cook
* Ingredients coming from local sources (farmer’s markets)
	+ Possible field trip
	+ Charlie D’s group is dealing with farmer’s markets - will want to consult them
* Ideas for cookbook
	+ Categories
		- Basics
		- How to be safe in the kitchen
		- How to build a healthy meal
		- Vegan, Vegetarian, Gluten Free
		- Want to consider allergies (shellfish, peanuts, milk, soy)
	+ Proportions
	+ Serving sizes
	+ Locally sourced food + low cost
	+ Nutrition information
		- Substitution list
	+ Step by step instructions
		- Include photos
	+ Levels of experience
		- Want different age ranges to represent levels of experience
			* Ages 5-16
			* Split into sections 5-9, 10-13, 13-16
			* Want to be useful for all kids

*21 May 2019 - Brainstorm Session 2*

10 AM - 11:15 AM

Attendance: Amanda, Paige, Joe, Ian

Deadlines

* Try to present first - around beginning of July (after break)

Personal Absences

* Paige going away June 12-18th, July 24th - 29th
* Amanda going away June 10- 16, June 20- 23, July 31-4
* Ian going away June 2 - 6
* Joe going away NA
* Jordan NA

Scheduling / Establishing Meeting Times

* Meeting within class times of hybrid schedule

Personal Strengths

* Jordan - photoshop, illustrator, indesign

Outline for Cookbook

* Goals
	+ Educate students of different ages on healthy eating
	+ Good variety of recipes, abilities (something for everyone)
	+ Incorporation of allergies/dietary restrictions
	+ Using healthy foods from nearby farmers markets
	+ Affordable/ low cost
	+ Provide nutrition information / estimation \*
	+ Include times / difficulty (increases with age) simple, medium, advance
* Sections
	+ Food Shopping
		- Supermarkets - do a field trips
		- Farmers markets - do a field trip
		- How to look for deals and best prices
		- Nutrition info
			* Look at sugar content
		- Review food preparation
	+ Kitchen basics
		- Safety
		- Visual Vocabulary
			* Include pictures
			* Utensils
			* Pots & Pans
			* Measuring cups
		- How to’s
			* Boil water
			* Use a knife
			* Measure ingredients
			* Crack an egg
			* Wash vegetables
		- Substitution list
			* Dietary restriction
				+ Vegan (dairy free, kosher, egg free, milk free, SOY FREE?)
				+ Vegetarian?
				+ Gluten free
				+ Nut free
		- Kitchen Staples
			* Olive oil
			* Spices (salt/ pepper / garlic / sugar)
			* Butter
			* Milk?
			* Flour
	+ Nutrition
		- What’s in my plate? (former pyramid)
	+ Sections
		- Breakfast
			* Tofu scramble
			* Pancakes
			* Smoothie
				+ Would require blender
			* Scrambled eggs
				+ Tofu substitute?
				+ Include sausage
			* Toast recipe
			* Yogurt, granola, fruit
			* Cereal
				+ Include fruit
		- Lunch
			* Grilled cheese
			* Salad
				+ Caesar
				+ Vinagrette
			* Sandwich
			* Peanut Butter & Jelly
				+ Substitute options
			* Pasta
				+ Mac and Cheese?
			* English muffin pizzas
			* Burritos
		- Dinner
			* Pasta
				+ With chicken or tofu substitute
				+ Spaghetti and meatballs
			* Rice
				+ Mushrooms
				+ Chicken
			* Baked vegetables
			* Stir fry
				+ Can use chicken or tofu
			* Pizza
			* Fried chicken cutlets
				+ Would also be possible to bake
			* Shepherd's pie
				+ Use cauliflower in place of potato
			* Tacos
			* Hotdogs
			* Mashed potatoes
				+ Or baked potatoes
		- Snacks
			* Ants on a log
			* Popcorn
				+ Could include nutritional yeast
			* Pigs in a blanket
			* Cheese and crackers
			* Fruit
			* Peanut butter & apple
			* Chips & Salsa & Guacamole
		- Dessert
			* Brownies
			* Chocolate chip cookies
			* Cupcakes / cakes
			* Apple / pumpkin pie
			* Strawberries & whipped cream
			* Sundaes
			* Smores
			* Mud pie - chocolate pudding
			* Mug cake
			* Rice krispie treats
			* Frozen fruit
* Others
	+ Outside resources
		- Whats in your fridge website
		- Substitution
		- Meal kits websites
			* Hello fresh \* as a model
				+ Incorporates different types of foods
	+ Want a few steps per recipe (preferably with photos)
	+ Maybe want to have a separate distinction for super healthy meals
* Design
	+ Include check lists / boxes so that they can check off themselves when they include
	+ Have blank recipe cards so that they can fill in themselves
	+ Use pinterest for inspiration

Discussion

* Age range for cooking
	+ Can vary
	+ Some prefer to use frozen foods with microwave while others get more experimental
	+ Helping to mix bake

Questions

* What is age range we should tailor this cookbook for?
	+ 8-16 years old
	+ 2 separate sections: 8-12, 13-16
	+ 6-13 years old
* How many recipes per section (given 5 sections)?
* How many booklets printed and where?
* Should we have an e-book option or are physical cookbooks also desired?
* How much kitchen equipment should we assume?
	+ Such as blender, grill, toaster?
	+ Response: oven, stove top, microwave
* What kind of information is included in a sample recipe?
	+ Serving size, nutrition, prep time?
* Do we need photos for every step or should we use 1-2 per recipe?
* Can we design a survey of different foods per meal & have the kids pick their favorite then take the top (#) per meal?
* Is it possible to use surveys to evaluate the favoritism of meals?
	+ Maybe making different surveys to see?
	+ Consider meal things
	+ Would act as a tool kit

Amanda followed up with Jordan at 330 to review work done thus far from missed meeting

*23 May - Brainstorming Session 3*

In Class Time - Thursday

Attendance: Amanda, Paige, Jordan, Joe, Ian

* Age range
	+ First time said 8-16 years
	+ Email: 6-14 years
	+ Categories (6-8; 9-11, 12-14)
* Survey
	+ Want to use a survey to evaluate most meals
	+ 5 options for each section and a suggestion line
	+ Pick top 3 choices
	+ Would be possible to hand out
	+ June 24th week is when we could hand out
	+ Sample size = 200 - 300 students
* Very Well Fit
	+ Use this resource to find nutritional information for the different recipes by inputting ingredients
	+ Joe volunteered to crunch numbers if needed
* Nutrition
	+ Still want to incorporate besides just the plate builder
* Age range
* Recipes
	+ No more than 8 steps
	+ Want step by step instructions
	+ Use photos as much as possible
		- Jordan has access to a good camera for taking pictures
	+ Want to have recipes that have substitutes
	+ Serving size try to 3 people
	+ If possible, try to include nutrition information
* Photos
	+ Modeled using hello fresh
	+ Karibe liked the idea of following hello fresh
	+ Include step by step
* Would also have translated to Spanish
* Include items
	+ Farmer’s markets
	+ Supermarkets
* Demographic of Boston
	+ Diverse backgrounds
	+ Diverse recipes
	+ Make sure to include cultural differences in food
* Facilitated Group Session
	+ Lesson in nutrition and cooking
	+ Information out of people
	+ Vote on ideas
	+ Walk away with strategy
	+ Could also be surveying class

Karibe’s talk to class

* Want groups to communicate
	+ Groups
		- Talent
			* Hiring head chef and volunteers
			* How to attract folks
			* What should resume look like
			* What makes a good chef
		- Recipe book
			* For different ages
		- Food markets
			* Where can kids going to summer camps visit
			* Kids are given budgets to do shopping
			* Bring food back to kitchen
		- Curriculum
			* Vast project
			* How will program look
			* Where are sites
			* When are kids cooking
			* How will chefs prepare meals
		- Assessment
			* Create tool kits on how to access program
			* Is program successful?
			* Lots of surveys and data kits
* Want to collaborate together
* Will review longevity and how to use funds wisely
* Want us to start discussing facilitated session idea
	+ 25 June - Tuesday’s is when groups begin
* When sending questions to Karibe
	+ Don’t have to CC Professor
	+ Expects us to be doing work continuously
* Contact: kibeh@ymcaboston.org

*28 May - Brainstorming Session 4*

In Class Time - Tuesday

Attendance: Amanda, Paige, Jordan, Ian, Joe

Talking with Karibe

* Cost breakdown for recipes
	+ Would be a good idea
	+ Roughly how much each meal could cost
	+ Add notes in the beginning about how to shop start
	+ Provides a budget and concentrated way to shop
* Printing
	+ Can print at school
	+ Want to do in smaller size
* YMCA Submissions
	+ Professor wants us to make a draft schedule
	+ Could use P6 to set up schedule
	+ Include milestones, meeting times, facilitated session
	+ Do until the last day of the semester
	+ Individual reflections also uploaded to blackboard
	+ Also have group reflection due in July
* Want to incorporate more cultural diversity to foods and recipes

Action

* Bring in 2 recipes for each section (5 sections = 10 recipes each) for Thursday
* Want to work on schedule
* Review different tools and techniques to cover

*30 May - Brainstorming Session 5*

Meeting outside of class

10 - 12

Attendance: Amanda, Paige, Jordan, Ian

Joe showed up 15 min late

* Everyone looked for different recipes
	+ Paige
		- Scrambled eggs & fruit salad
		- Comparing different cereals
			* Healthy vs sugar
			* Could include educational piece
			* Cheap
		- Grilled cheese
			* Includes different types of grilled cheese
			* Include different twists
		- Ants on a log
			* With variations
		- Cut up vegetables
		- Guac & chips
			* Good way to incorporate farmers market
		- Tacos
		- English muffin pizzas
		- Roasted cauliflower
		- Smores casserole
		- Puppy chow
			* Chex mix, chocolate, confectionary sugar, M & M’s
	+ Jordan
		- Frozen Banana bites
		- Healthy berry milkshake
		- PB & J tacos
		- Lunch kabobs
		- Grape poppers
		- Apple fruit donuts
		- Pepperoni pizza crescent rolls
		- Grilled cheese roll ups
		- No bake smores bar
		- Oreos krispies
	+ Ian
		- Burrito
			* Include rice & beans recipe
		- French toast
		- Chips & Salsa
		- Pretzel sticks & cheese
		- Hot pretzels
		- PB & J
		- Tacos
		- Stir fry
			* Could include chicken or tofu
		- Chocolate chip cookies
		- Milkshake
	+ Amanda
		- Tofu scramble
		- Homemade hash browns
		- Beans, pasta, tomato sauce
		- Salad
		- Grilled vegetables
		- Stew
		- Cut up fruit
		- Chips & salsa & Guac
		- Rice Pudding
		- Zeppoli
		- Smoothies
* Everyone looked for different recipes
	+ Breakfast
		- Comparing different cereals
		- Tofu scramble
		- Pancakes
		- Yogurt Parfait
			* Possibly include how to make granola
	+ Lunch
		- Grilled cheese
			* Includes different types of grilled cheese
			* Include different twists
		- Salad
		- PB & J tacos
		- English muffin pizzas
		- Empanada
	+ Snacks
		- Ants on a log
			* With variations
		- Guac & chips
			* Good way to incorporate farmers market
		- Kabobs
		- Edamame
	+ Dinner
		- Burrito
			* Include rice & beans recipe
		- Chicken Teriyaki Stir fry
			* Could include chicken or tofu
		- Baked Ziti
		- Baked Chicken cutlets
			* Baked Potatoes
	+ Dessert
		- Cut up fruit
		- Smores Casserole
		- Rice pudding
		- Cut up Bananas
* Schedule
	+ Introducing the topic in class - 0 days - 14 May
	+ Met as a group outside of class - 1 day - meeting 1 - May 21
		- Discussed group dynamics & expectations - 1 day - May 21
	+ Rough outline of the project - 23 May - 1 day
	+ Discussed recipes - Meeting 2 - 21 May
	+ Long term thinking - 21 May 1 day
	+ Individual research - 3 days - May 28 - 30
	+ Meeting 3 - May 30 - 1 day
	+ Review applicable tool kits - June 4th -
	+ Submit group & individual reflections - 1 day
	+ Research & gather information - 10 days
	+ Nutrition information - 2 days
	+ Collaborate with other groups -10 days
	+ Education Information - 8 days
	+ Create survey - 1 day
	+ Email & Distribute survey - 5 days
	+ Collect responses - 1 day
	+ Analyze survey - 0 days
	+ Verify ideas & program plan - 2 days
	+ Additional brainstorming - 5 days
	+ Buy ingredients - 1 day
	+ Prep ingredients - 1 day
	+ Cook foods & Take pictures - 10 days
	+ Prep for facilitated session - 10 days
	+ Practice round of facilitated session - 3 days
	+ Hold Facilitated session - 0 day - June?
	+ Write recipes - 2 days
	+ Creative design - 5 days
	+ Formatting book - 4 days
	+ Review overall - 2 days
	+ Last minute edits - 1 day
	+ Print - 1 day
	+ Distribute cookbook - 0 day
* Action
	+ Find at least 2 tools each
	+ Put in group chat
	+ Done by Tuesday

*04 June - Brainstorming Session 6*

Meeting Outside of Class

10 - 11:15 AM

Attendance: Amanda, Paige, Jordan, Ian, Joe

* Discuss and finalize tool kits
	+ Action Planning Chart (Page 244)
		- Great way to make a chart that keeps track of everyone’s responsibilities
		- Keeps everyone focused and staying within deadlines
	+ Stakeholder Hats (389)
		- Great way to think from perspectives to consider all possibilities for the project and outcomes
	+ Threats Analysis (P 427)
		- Use to consider the possibility of threats and back up steps
	+ Opportunities Assessment (352)
		- Analyzing the positives of the project
	+ Goals Value Matrix (301)
		- Could apply to collaboration with other groups
		- Way to share information and evaluate/compare different possibilities
	+ Closing the Gap Chart (265)
		- Writing out situations so that everyone can keep track or information
		- Sounds similar to the threats analysis
	+ Real-Time Implementation Planning (365)
		- Provides structure for members to determine how to keep track of information
		- Assignments and agreements
		- Information should be specific
		- Possibly already been implemented through the use of Google Drive
		- Could possibly use to refine current habits
* Review schedule
	+ Updated and reviewed schedule
	+ Submit on BB on behalf of the group
	+ Attached please find a preliminary schedule. Please note that none of these dates are final, nor are the durations, but this is a general idea of how we would like our schedule to look, utilizing Primavera P6 software
* Survey
	+ Hold off until speaking with Karibe to discuss survey
	+ Wants Karibe to give confirmation on recipe
	+ Wait until in class to talk about
* Discussion with other groups
	+ Might be best to meet in class to discuss with other groups
	+ Curriculum
		- Understand demographic
		- Nutrition information
		- Information collaboration
	+ Food markets
		- Need to know budgets, locations
		- What is accessible to get?
		- Might have issues if use location specific?
		- Maybe just include a variety of locations in Boston with general supermarket tips
* Facilitated Session
	+ Still have questions
* Questions
	+ How do we implement the toolkits? Are they used during the facilitated or are they used during our question?
* Action
	+ Need to email Professor tool kits - Amanda sent during session
	+ In class thursday - talk to other groups

*06 June - Brainstorming Session 7*

Meeting In Class

10 - 11:15 AM

Attendance: Amanda, Paige, Jordan, Ian, Joe

* Facilitated Sessions
	+ Need to reserve a room
		- Thinking need to include enough seats and possibly whiteboards
		- Blount
		- Alumni Association room (Cafeteria)
		- Beatty 426
		- Presidential Boardroom
		- CEIS bottom floor workspace
* Professor posted Chapters 11 and 12 information since she will be out of town
* Should start working on how to set up recipe booklet
	+ Include different types of information
	+ Jordan - get a document started to create a template for the different recipes
		- Also to begin working on creative design for recipe booklet
	+ Can’t start working on this until we get a response from surveys
* Include kitchen safety in booklet
* Include shopping list and categorize what ingredients would be needed
* Ian & Joe to start collaborating with other groups to gather information
	+ Curriculum - Joe
		- Understand demographic
		- Nutrition information
		- Information collaboration
	+ Food markets - Ian - communicate with Charlie
		- Need to know budgets, locations
		- What is accessible to get?
		- Might have issues if use location specific?
		- Maybe just include a variety of locations in Boston with general supermarket tips
* No meetings on the 11th or 13th of June
* Next meeting would be the 18th
* Questions for Karibe
	+ Check with Karibe
		- Would it be possible to create and distribute a Google survey?
		- Ian - To set up google survey
		- Amanda - to give information in a Google Doc
			* Could possibly do that
			* Through a link
			* WIll get back to you with the dates beginning - ending
			* Expectation of at least 50 responses
	+ What is the best topic for facilitated session?
		- Need to review our toolkits
		- How do we tie in?
		- How to decide categories of information?
			* How we considered different things?
		- Do we want to do something that we’ve already come to a conclusion or not yet?
		- A lot of confusion regarding session
		- Need to simulate a printing session
		- Want to advertise selling the cookbook
		- Need input from the class
			* Chose design layout, colors
		- Home to optimize the current meals
			* Make them healthier
			* Karibe can get us a menu
			* We are conducting
			* Need to pick toolkit pieces
			* Need to include type B question
		- Currently YMCA has city fresh as a vendor
			* Vendor - City Fresh
			* Base guide lines
			* Certain protein requirements
			* USDA guidelines
				+ Is the food already served within guidelines?

Ask the questions we want answers to?

Do we think this is diverse, good tasting, appealing, cost efficient?

* + - * Want to do one example to show
				+ Rice & Beans

We’re not dictating a solution

* + - * Continue to send in emails
			* Menu given out - changes out every couple of days
			* Class becomes YMCA stakeholders / employees
			* Using facilitated methods
	+ Facilitated session definition
		- Guides participants through a series of predefined steps to arrive at a result that is created, understood and accepted
		- Need to justify the time and expenses of this approach?
		- Want to change perspectives, provide information, and come to new conclusion together
		- Goal = Some level of optimization of the current foods/meals
	+ What day would work good for a facilitated group?
		- July 23rd works best for our schedule
	+ Agenda
		- Make sure to include materials such as paper, pens, print outs, expo markets, donuts, coffee, dress code
		- Ice breaker
		- Directions / ground rules / agenda
		- Brainstorming
			* What did you have for dinner last night?
			* How could we make that healthier / cheaper?
			* Now move on to kids, how to make it for kids?
				+ Cheap, healthy
			* Information from the YMCA - menu
				+ Cheaper, healthier, yummier
		- Need to include groups, rotations, toolkits
		- Tool kit
			* Stakeholder hats
				+ Cost, taste, appearance, experience (time),
				+ College
				+ Child
				+ Nutrition focused
				+ Time - focused - busy schedule
			* Threats
				+ Coffee
				+ Easability
				+ Time
				+ Money
				+ Education
				+ Grocery
				+ Allergies
				+ Dietary Limitations
			* Opportunities
				+ Education
	+ Karibe’s Announcement
		- Draft of what we plan to do within the next week
		- Draft of facilitated session and project
		- Sentences with bullets
		- Include a draft every week moving forward
	+ Amanda to include information in google drive to compensate for absence

*13 June - Brainstorming Session 8*

Meeting in Library

10 - 12

Attendance:

Amanda’s Contribution in Advance - To Be Reviewed by Group

Recap - What is everyone’s progress on tasks assigned in class on June 06?

* Amanda - Created raw information to be used for Google Survey
	+ Completed
* Ian - To create Google Survey with shareable link that can be sent to Karibe
	+ Completed
* Ian - To communicate with Food Markets group (Charlie) to understand their progress and what information they have collected
* Joe - To communicate with Curriculum group to gather information about nutrition
* Jordan - To begin creating a template to use for the different recipes
* Jordan - To begin working on a creative design layout for the recipe booklet
* Jordan - To email update to Karibe
* Paige - To continue working on plan from class regarding the layout/agenda of the facilitated group

No class on 13 june! Next meeting on 18 June in library. Next class session 20 June (Since we know someone’s probably going to ask in the group chat :) )

By the end of today’s meeting we need

* Updates for Karibe
	+ Draft of plan for facilitated session
	+ Draft of project plan
	+ Draft of email with everything combined
		- Survey needs to be included!
	+ \*Wants us to continue sending weekly updates moving forward
* Individually upload “Individual Group Project Reflection” Document
	+ Due Thursday, June 13th
	+ Not sure where actual document is in black board - use calendar view to go to assignment

Recipe Book Information

* Confirmed with Karibe is possible to distribute through a Google Survey
* Wants to be included within the email update of drafts
* Goal: at least 50 survey responses
* End date: group discussion (thoughts?)

Facilitated Session Information

* July 23rd, 10-12 (during class time)
* Location
	+ Note:
		- I (Amanda) emailed our Professor for this - she said that the class totals 24 students, her, and Karibe (so 26 in total). She has flip paper we can use so white boards are not necessary for the room. She recommended the accelerate room (personally not sure how this would work but another good idea)
	+ Had discussed Blount, Alumni Association Room, Beatty 426, Presidential Boardroom, CEIS bottom floor workspace
	+ Try to narrow in on location
	+ What do we need? (White boards, desks?)
	+ How much space? (How many students in class?)
* Toolkits to use
	+ Stakeholder hats
	+ Threats Analysis
	+ Opportunities Assessment
* Goal
	+ To optimize nutrition
		- College students - level of ease, time
		- YMCA - Cost
		- Kids - Appeal, taste
	+ To change individual perspectives on cooking
	+ To educate on the value of nutrition
* Meeting Outline
	+ Ice breaker
	+ Hand out agenda
	+ Ground rules
	+ Brainstorming / Discussion of purpose
	+ Establish groups for rotations
	+ Use tool kits for groups
	+ De-brief session with entire class

*18 June - Brainstorming Session 9*

Meeting in Library

1030 - 11:15

Attendance: Jordan, Ian, Joe, Amanda

Amanda’s Contribution in Advance - To Be Reviewed by Group

Agenda:

* Individual progress
	+ Ian
		- Communicate with Charlie (for food groups)
		- Responding to email (CC’ing us all) asking the group for the information regarding Farmers markets
	+ Joe
		- Communicating with curriculum group
		- Sent a few emails - included the survey so that they can get an idea of what recipes we want to use
		- Asked if they want to be updated regarding survey results
	+ Jordan
		- Created a general template
		- Curious about sections - reference 21 May
			* Introduction
			* Table of Contents
			* Food Shopping (Farmers markets, grocery stores)
			* Looking for Deals
			* Nutrition Information (Plate)
			* Kitchen Basics
				+ Safety
				+ Visual vocabulary
				+ How To’s
			* Ingredient substitution
			* Kitchen Staples
			* Sections
				+ Breakfast
				+ Lunch
				+ Snacks
				+ Dinner
				+ Dessert
			* Outside Resources
		- Need to brainstorm
			* Book title
			* Want visual appeal so its friendly to kids
			* Want to include a lot of different photos
		- To create a document (in google drive) with options for group partners to select for the different design layouts
			* Can bring in for class on thursday
			* Called preliminary design layouts
* Plan for survey
	+ In survey, participants will choose top 2 options, as a group we’ll decide top 3 for each category
	+ 50 survey responses, maybe start looking at until 30
	+ Will include in email to Karibe
* Review Facilitated Session
	+ Goal: Optimize nutrition, change perspectives on cooking, educate on nutrition
		- College students - level of ease, time
		- YMCA - Cost, increase serving size
		- Kids - Appeal, taste
	+ Toolkits to use
		- Stakeholder hats
		- Threats Analysis
		- Opportunities Assessment
	+ Date: July 23rd, 10-12pm
	+ Selecting a location
		- 26 people
		- Library Program Room (backup Beatty 426)
			* Amanda to contact Professor regarding reserving that classroom
	+ Outline
		- Want to discuss as a group
		- Next week’s meeting will focus on finalizing and reviewing the agenda

* Set goals / future action
	+ Send out survey to Karibe
	+ Can’t start cooking until we have the survey response
	+ Can focus on facilitated session
	+ Collaborating with other groups
	+ Can work on dividing out sections
* Review rubric for project
	+ Can’t seem to find - will probably need to ask?
	+ Cookbook
		- Objective:
			* Students will develop a cookbook appropriate for members of the YMCA, ranging from ages 6-14, that focuses on learning basic cooking skills
			* Eating healthy
			* Having a variety of meals - integrating culture within food
			* Teach best practices about food procurement
		- How to:
			* Create a cookbook
			* Include information on nearby food markets and grocery stores
* Review schedule
* Draft email and update for Karibe
	+ Sent!
* Plan for future:
	+ Assign individual sections of researching for the cookbook with deadlines
	+ Review / discuss survey with Karibe
	+ Next group meeting out of class - review agenda for facilitated session
	+ Select design layouts

*20 June - Brainstorming Session 10*

Meeting in class

10-11

Attendance: Paige, Joe, Ian, Amanda, Jordan (WFH)

Agenda:

* Assign individual sections of researching for the cookbook with deadlines
	+ Rough draft of information, 1 page typed out, have done for Thursday
	+ To be put in Google Drive under Recipe booklet folder
	+ Introduction - Amanda
	+ Table of Contents - Jordan
	+ Food Shopping - Ian
		- Farmer’s Markets
		- Grocery Stores
	+ Nutrition Information - Joe
	+ Looking for Deals - Jordan
	+ Kitchen Basics - Paige
		- Safety
		- Visual vocabulary (make list - we’ll hold off on photos)
		- How To’s
	+ Ingredient Substitution - Amanda
	+ Recipe Sections
		- Breakfast
		- Lunch
		- Snacks
		- Dinner
		- Dessert
	+ Outside Resources - Ian
		- Input what ingredients you have, gives recipes you can make
* Agenda/Script - Paige to add into Recipe Booklet
	+ For group (with times)
	+ For participants
* Invite to participants - Paige
* Tool kits
	+ Finalized and wrote on board
* Speaking for Karibe
	+ Check in about survey
		- Sent out
		- Want at least 20 responses by tomorrow
	+ Ask about rubric/ are there any other ideas?
		- Nutrition information is very good (more than anticipated)
		- More of a creative project
* For Future:
	+ For Thursday
		- Have individual sections completed for raw information
		- Go through Agenda
		- Pick creative layout

*25 June - Brainstorming Session 11*

Meeting in class

11-12

Attendance: Paige, Joe, Ian, Jordan

Today:

* Have individual sections completed for raw information
* Go through Agenda
* Pick creative layout
	+ Decision made but need a title (something that rhymes?)
* On the 9th we can go to Cindy's office for supply check

Agenda:

* Assign individual sections of researching for the cookbook with deadlines
	+ Rough draft of information, 1 page typed out, have done for Thursday
	+ To be put in Google Drive under Recipe booklet folder
	+ Introduction - Amanda
	+ Table of Contents - Jordan
	+ Food Shopping - Ian
		- Farmer’s Markets
		- Grocery Stores
	+ Nutrition Information - Joe
	+ Looking for Deals - Jordan
	+ Kitchen Basics - Paige
		- Safety
		- Visual vocabulary (make list - we’ll hold off on photos)
		- How To’s
	+ Ingredient Substitution - Amanda
	+ Recipe Sections
		- Breakfast
		- Lunch
		- Snacks
		- Dinner
		- Dessert
	+ Outside Resources - Ian
		- Input what ingredients you have, gives recipes you can make
* Agenda/Script - Paige to add into Recipe Booklet
	+ For group (with times)
	+ For participants
* Invite to participants - Paige
* Tool kits
	+ Finalized and wrote on board
* Speaking for Karibe
	+ Check in about survey
		- Sent out
		- Want at least 20 responses by tomorrow
	+ Ask about rubric/ are there any other ideas?
		- Nutrition information is very good (more than anticipated)
		- More of a creative project

*27 June - Brainstorming Session 12*

Meeting in the library

10 - 1115

Attendance: Ian, Amanda, Joe

Agenda:

* Check in with different sections
	+ Ian - Grocery stores
		- Made list of grocery stores
		- Still needs to add a little blurb and include information about looking for deals
	+ Jordan - Table of Contents, Layout
		- Keep working on the layout
		- Group needs to see updates of themes/slides
		- Was individual document ever made?
	+ Amanda - Introduction, Ingredient Substitution
		- Go more into detail about dietary restrictions
	+ Joe - Nutrition Information
		- To compile into full sentences (has lots of great information)
	+ Paige - Kitchen Basics, Agenda
		- Check in with Jordan about kitchen basic images (is it easy to use when trying to maintain a theme?)
		- Focus on technique for the kitchen basics
			* How to cut a vegetable
			* How to measure ingredients
			* How to strain pasta
			* How to wash vegetables
			* How to tell when something is done cooking?
				+ Is this something we want to include in each recipe
			* How to use an oven/microwave
			* How to clean up
* Need to make sure we’re keeping track of our resources
	+ Made a document in the recipe booklet folder to keep track of everything we’re using
	+ Don’t want to run into any issues with that
* Look over the agenda (that Paige had made)
	+ FSG is July 23rd, Library Program Booked
		- Where are the roles coming from? Is it possible to include this sources? Need everyone present to decide
			* Have people individually review and then together we discuss
		- Marked up comments and gave some more ideas
		- Need to discuss as a group
		- Amanda to continue working on this
* Check in with survey results
	+ Ian to go through the results and format them into
	+ Make a separate excel document
* Plan for future?
	+ Cooking
		- We should start thinking about assigning individual recipes
		- Think of the best to prep everything before actually cooking?
		- Amanda to delegate recipes / sections to everyone
		- Question - is there a place we can reach out to for funds for all of these foods?
	+ Facilitated Session
		- Only have a little while until this!
		- Come up with list of items to get from the closet!
	+ Amanda to send an email updating everyone with individual sections / responsibilities

*04 July - Brainstorming Session 13*

Hi everyone!

Before we head off for 4th of July break, I wanted to take the opportunity to establish our group assignments, and expectations! We have just about 3 weeks before our facilitated session, and 5 weeks until the end of the semester. While we’ve been making great progress with both our cookbook project and plan for the facilitated session, we haven’t had the chance to meet as an entire group for some time.

As a reminder, another group will be holding their facilitated session on Tuesday, July 9th in the library program room from 10-1130. I spoke to Professor Stevens and she said we will not have class on Thursday, July 11th. Instead, let’s plan to meet for the entire 2 hours from 10AM - 12 PM so that our group can get back on track. Please ensure that you can attend this meeting for the entire time period.

To move forward despite this break, it is important that we are all on the same page. Please review the group assignments, and the different individual assignments posted. It is important that we all have an understanding of what we expect from each other. Please have all of this work completed by our meeting on Thursday, July 11th.

***Expectations:***

* Everyone will complete their individual assignments within the allotted time frame
* We will strive to work together as a group! Despite having busy schedules, personal events, or family commitments, we need to power through these last few weeks with each others’ support
* We understand that some additional time may be required outside of the hybrid schedule and regularly scheduled meetings
* When meeting together in the future, we focus solely on this project and work to avoid distractions from other friends, classes, etc. Luckily, since the stress of finals are over, we can dedicate more focus towards this class

**Group Assignments:**

* Facilitated Session
	+ Review the Draft of Agenda in the Recipe Booklet folder within Google Drive
		- Add comments into the document
		- Continue to add ideas to the document (especially with energizer, activities)
		- Include comments regarding the roles assigned for the facilitated session
			* Review the facilitated chapters to understand different roles
		- Add to the list of items needed for the session
		- When meeting as a group, will need to delegate different items to prepare for the meeting
	+ Review the paperless post invitation and add comments if necessary
* Recipe Booklet
	+ Review Jordan’s document regarding different layout options and comment with favorite choices
	+ Use the recipe template document uploaded into the recipe booklet folder in Google Drive to begin working on individually assigned recipes
		- Assignments - feel free to review the “Final Recipes” document in the recipe booklet folder to see some of the links we had found when originally searching
			* Breakfast
				+ Comparing Cereals - Ian
				+ Egg/Tofu Scramble - Amanda
				+ Pancakes - Jordan
			* Lunch
				+ Grilled Cheese - Ian
				+ English Muffin Pizzas - Paige
				+ Empanadas - Joe
			* Snacks
				+ Ants on a Log - Paige
				+ Guacamole, Ships & Salsa - Amanda
				+ PB & J Tacos - Jordan
			* Dinner
				+ Burritos - Amanda
				+ Chicken/Tofu Teriyaki Stir Fry - Paige
				+ Baked Chicken Cutlets - Joe
			* Snacks
				+ Fruit Salad - Joe
				+ Smores Casserole - Jordan
				+ Rice Pudding - Ian
	+ If using any outside resources, add to the outside resources document (can be anything from a picture to the government source for information)

**Individual Assignments:**

* **Amanda**
	+ Facilitated Session
		- Finish working on the draft of the agenda, with updated information on the energizer and other stakeholder activities
		- Review stakeholder activities and ensure requirements are being met
		- Plan for dry run of facilitated session and review timing of activities
	+ Project
		- Delegate individual recipe sections - completed
		- Create universal template to be used for recipe information - completed
		- Create shopping list of items needed to purchase to make recipes
* **Paige**
	+ Facilitated Session
		- Review comments and make edits to the paperless post invitation if necessary
			* Wait to send out until Thursday, July 18th
	+ Project
		- Check in with Jordan regarding using online images for the cookbook - will it tie into the theme or create any issues?
			* Arent we making these items? So images would be taken during it. I was planning on renting a camera from the sandbox and take pics during the cooking. I was also thinking we would eat take the responsibility to buy the items we need
		- Edit and update the information for the kitchen basics
			* Reference Brainstorming 27 June document to see some of the ideas discussed for “How To’s”
				+ Kitchen Basic’s already complete, we need to talk about this more
* **Ian**
	+ Facilitated Session
		- Look through results and format so that group can review
		- Communicate with Professor Stevens regarding other list of items
			* Inquire if any on campus clubs / school grants can provide money for both facilitated group needs (candy), and for project
	+ Project
		- Edit and update the information for the grocery store sections
		- Include little blurb about grocery stores
* **Jordan**
	+ Facilitated Session
		- Make necessary visuals to help aid the facilitated session
	+ Project
		- Create document of layout options
		- Begin compiling template for the recipe booklet
		- Create document on looking for deals
		- “Looking for Deals” assignment (discussed on 20 June)
* **Joe**
	+ Facilitated Session
		- Communicate with Professor Stevens to ensure that we can pick up the office items needed for our group’s facilitated session (had said she had items in her closet)
	+ Project
		- Edit and update the information regarding nutrition
		- Want to use full sentences to describe different sections (rather than bullet points)

*11 July - Brainstorming Session 14*

Meeting in the library

Time

Attendance:

Agenda:

Project

* Check in on individually assigned items
	+ Paige
		- Kitchen Basics
			* When something is done cooking
				+ Different stages of cooking
				+ Show different colors of cooking
				+ Consider a technique for each recipe
		- Visual vocabulary - Jordan can use pictures
	+ Ian
		- Farmer’s market
		- $40 from SAM club to buy ingredients
	+ Jordan
		- Recipe booklet
		- Theme down - easier to go through
		- Visual aids for the facilitated session
	+ Joe
		- Went through and wrote out sentences
		- As long as have all of the food groups
		- Still need to do recipes
	+ Amanda
		- Delegating and setting up template
* List of items to cook
	+ Egg/Tofu Scramble - Amanda
	+ English muffin pizzas - Paige
	+ PB & J tacos - Jordan
	+ Burrito - Amanda (give to Ian)
	+ Cut up fruit - Joe
* 18th - Shopping list for ingredients
	+ Ian can go shopping that weekend
* 25th - cook in Amanda’s suite
* Recipe Template
	+ Can be completed by Tuesday
* Formatting
	+ Jordan will start compiling in raw information from the sections
	+ Can be done for Tuesday

Facilitated Session

* Agenda
	+ Fun themed
	+ Use one of the backgrounds for the cookbook
	+ Discussion on facilitated session from Tuesday
		- Prepare ahead of time
		- Move around room
	+ Should still have a poster with the agenda printed
	+ Powerpoint
		- Amanda to do this
		- Joe to help
* Paperless post
	+ Send out on Tuesday the 16th
	+ Lets Learn change to - It’s fun to cook at the YMCA
	+ Food for thought
	+ Could link to the agenda
* Draft of Agenda
	+ Music playing from beginning
		- Jordan spotify playlist
	+ Type B questions / starting questions for the discussion
		- Review facilitated chapters from book
		- Everyone come up with 2 questions to use to start the discussion
	+ Check in with Cindy regarding moving around for groups -
	+ Joe to run through stakeholder hats theoretical situation
	+ Amanda to continue working on draft

*16 July - Brainstorming Session 15*

Meeting in Library

Time: 10:30 - 11:30

Attendance: Joe, Amanda, Paige, Jordan

Agenda:

* List of supplies
	+ Large flipsheet pad (at least 10 sheets maybe)
	+ Markers (not permanent - bled through last time)
	+ Printer paper
	+ Masking tape
	+ Stickers
	+ Cups for coffee
	+ Napkins
	+ Straws
	+ Sugar
	+ HDMI cable?
* To buy
	+ Starburst
* Type B questions
	+ Amanda
		- Consider the meal you had for dinner last night. Maybe you cooked Mac & Cheese with your roommates or maybe you ordered Chinese food from GrubHub. Now consider that time and money don’t matter. You’re able to make an awesome dinner in as little time at as little cost as possible. But, it needs to be healthy. What would you have for dinner?
		- I want to get an idea of everyone’s nutrition in this room. Think about everything you ate over this past weekend. Maybe you made burgers because of the nice weather with some fresh fruit like watermelon. Now, consider that time, money, and appeal weren’t factors to consider when having a meal. That you could pick anything you wanted. What would you eat that would be a balanced meal?
	+ Paige

To start, we must ask a type A Question. From what I gathered, this also should be based off of the main goal in the facilitated session which is to optimize mac and cheese. I really think we need to do this together because even with the awesome one’s Amanda written, they aren't focused on the main topic. So we either need to choose what she’s written or have it written in the format of the goal. Not sure how to portray over text, sorry! Can explain better in person tomorrow!

* Send out paperless post
	+ I want the agenda to be a link in the post. Can we have this finalized at this meeting?
	+ Joe
		- Think about the different food groups. Grain, dairy, fruit, vegetable, and protein. Think about the food groups that you eat the most of and eat the least of. Proper nutrition requires a good balance between all the food groups. For example, How would you modify one of your meals so that you can have more of a group you aren’t getting enough of and less of a group you are getting too much of?
		-
* Jordan - TYPE B QUESTIONS
	+ Imagine you just finished playing an activity with your friends and you all are hungry/ ready to eat lunch. Each of you brought all different types of food and decide to compare/trade anything you don’t like for something you do like. What food group would you most likely trade for another? Would you choose the healthier option? Where was this food purchased? Did you parental figure purchase it for you? Did you help pick it out? Would you prefer something completely different than the options you have?
* Ian’s Type B Questions
	+ Picture this: You’re at work, and it’s getting close to lunch. It’s already been a long day and you feel tired, and need something that’ll leave you feeling better than before. What would you get for lunch to make you feel energized and ready to get through the rest of the day?
	+ Imagine that you’re taking a test on Nutrition. How do you think you would score? Where have you learned about nutrition in the past?
		- This question could be used to gauge people’s knowledge about nutrition and possibly talk about education on the subject (or lack thereof)

Agenda completed:

* Ran through the draft of the agenda - edited

*18 July - Brainstorming Session 16*

Meeting in Library

Time:1030 - 1145

Attendance: Joe, Amanda, Paige, Jordan

Agenda:

Facilitated Session

* Handouts during presentation
	+ We should have a packet prepared for each group so that it avoids wasting time for needing to constantly hand out the next page
	+ Agenda / ground rules on one page
	+ Other packets attached
	+ Amanda
* Agenda
	+ Jordan
* Powerpoint
	+ Amanda
* Collecting items (school supplies) - Ian
	+ Amanda to reach out
* Coffee, Donuts, other supplies - Ian
* Starburst 2 bags - Jordan
* Draft of the agenda
* Paperless post
	+ Paige
* Set up of room
	+ Paige
	+ Meeting Monday 5-630 PM
		- Amanda, Jordan, Paige

Project

* Jordan making really good progress with adding in information and formatting slides
* Need to come up with a grocery shopping list so that we can begin to think about what we’re cooking
* List of cooking items
	+ Ian

*22 July - Brainstorming Session 17*

Meeting in Library

Time:

Attendance: Amanda, Paige, Jordan

Agenda:

**Facilitated Session**

* Packet Handouts - Make 5 copies (an extra in case)
	+ Sign in sheet
	+ Agenda / Ground Rules
	+ Large flip pad paper - divided into 3 sections for each activity
	+ Group Placard (with goals and name)
	+ Threats Analysis
	+ Opportunities Toolkit
* Agenda print outs
	+ For group to use as reference (maybe use a separate)
* Poster Print Outs
	+ 24 x 36 of Agenda
	+ 24 x 36 of Ground Rules
* Presentation
* Items for meeting
	+ Starburst
	+ Donuts/Coffee
* Office supplies for meeting
	+ Spoke with Cindy - available for pickup at 940 from Cindy’s office (Beatty 310)
		- Large flipsheet pad (8 sheets in case of mistakes)
		- Markers (not permanent - bled through last time)
		- Masking tape (to post 24 x 36 posters)
		- Paperclips
		- Butterfly clips
		- Cups for coffee
		- Napkins
		- Straws
		- Sugar
		- HDMI cable
* Room Setup
* Last minute review of facilitated session
* Other
	+ Dress Code
	+ Arrival time

**Project**

* List of cooking items
	+ Ian

*25 July - Brainstorming Session 18*

Meeting in Library

Time: 10 - 11

Attendance: Ian, Amanda, Joe

Agenda:

* Combined and downloaded all files that need to submit on behalf of facilitated session
* Wrote group reflection regarding energy, effort and communication
* Ian created document titled Team Evaluation Form
	+ Everyone needs to download to their own google drive, fill out and submit
* Expenses from coffee and donuts and starburst for session will be taken out of personal expenses
	+ Will be dealt with later
* Need meeting minutes to include

Project

* Upcoming events
	+ Next Tuesday = another group’s facilitated session
	+ Will need to cook Thursday, August 1st in Ian’s kitchen
* Cookbook
	+ Jordan gave update that graphics are going well
* SAM Club
	+ Ian reach out to Cindy regarding using the credit card on behalf of the SAM club to use money for ingredients
* **Ingredients to purchase - Ian to purchase before August 1st**
	+ Pancakes
		- Need recipe from Jordan!
	+ English Muffin Pizzas
		- 5 english muffins
		- ½ pizza sauce
		- 2 ½ cups mozzarella cheese
		- Pepperoni slices (optional)
	+ Cut up fruit
		- Bananas
		- Strawberries
		- Blueberries
		- Apples?
		- Literally whatever is on sale

**Google Survey Information**

Age Range (circle one): 6-8; 9-11 ; 12-14

Pick your top 2 favorites for each category:

Breakfast:

* Cereal
* Egg scramble
* Pancakes
* Yogurt Parfait

Lunch:

* Grilled cheese
* Salad
* Peanut butter & Jelly tacos
* English Muffin pizzas
* Empanadas

Dinner:

* Burritos
* Stir fry
* Baked Ziti
* Chicken cutlets

Snacks:

* Ants on a log
* Guacamole, Salsa, & Chips
* Kabobs
* Edamame

Dessert:

* Fruit cup
* Smores Casserole
* Rice Pudding
* Frozen Bananas

**Google Survey Results**

