2.1 Team Entrance Conference Agenda

Time and Date of Meeting:
Basement: 66-0006
Duration: 1 hour
Attendees: All Team Members, Teaching Assistant, and Project Management
Coordinator

Key Topic of Meeting: Forming your Team; Project Management Tools
Importance: Team must be formed before Individual Proposal is written

1. Socialize	2 minutes
2. Project Information	
a. Understanding the Project	5 minutes
b. Proposal	3 minutes
c. Team Culture to Effectively Manage Project	3 minutes
d. Expectations	3 minutes
3. Questions about the Course	5 minutes
4. Ground Rules	5 minutes
a. Systems for Ground Rules	
i. Writing the Technical Papers	
ii. Managing Conflict	
iii. Meetings	
iv. Team Role Responsibilities	
v. Oral Presentation	
5. Reporting Activities	5 minutes
a. Weekly Progress Reports	
b. Agendas	
c. Completion Report	
d. Activity Lists	
e. Transition Meeting	
6. Team Life Cycle and Rotating Roles	5 minutes
7. Mission Statement	4 minutes
8. Time Management Issues Team will be encountering	5 minutes
9. Thomas Killmann Conflict Mode Inventory and MBTI	10 minutes
10. Summary	5 minutes