



## 11.1 Team Transition Meeting Agenda Rotation 1

### **Agenda**

The Project Management Coordinator and the Team collaborate on agenda items for this meeting

Project Leader is the facilitator

Do any of the team members need to meet individually?

Location: 66-0006

Date: To be decided

Attendees: Team and Project Management Coordinator (Any other person the team wishes to be in attendance)

### **Key Topics:**

1. Suggestions for new Project Leader (10 minutes)
2. Team Life Cycles (5 minutes)
3. Ground Rule and Activity Lists implementation, changes, and difficulties (5 minutes)
4. Individual Strengths and Weaknesses (10 minutes)
5. How are expectations being met? (5 minutes)
6. Discussion of TKI/MBTI Team Report (10 minutes)
7. Problems and Successes – Milestones reached (5 minutes)
8. Questions and Summary (5 minutes)

### **Preparation for the Meeting:**

1. Team discusses what happened in Rotation 1 at team meeting before Transition Meeting
2. Rotation One Project Leader creates a list of suggestions for new leader and brings to meeting for everyone's perusal
3. Team decides on problems to discuss at meeting and looks for solutions to discuss during meeting
4. All agenda items must be thoroughly discussed with the team before coming to the meeting.