



Module 11.2 Team Leadership Meeting Preparation

Items to discuss and come prepared to discuss as team to the Transition Meeting

1. **How is the team doing?**
 - a. Team Life Cycles
 - i. Use the Weekly Progress Reports section 4 to discuss how productive the team has been throughout their journey through the Team Life Cycle. Remember to add to the discussion your personal assessment using the material in Module 8 and 9 including answering the questions and acknowledging the Challenges in each life cycle your team has experienced.
2. **What are the team interactions?**
 - a. Effectiveness and Changes to Ground Rules
 - b. How is team going to use TKI and MBTI Team Report?
 - i. After reading and analyzing the report, observe how your team is utilizing the information about the dominant and underused styles and the dominant Team style when having differences of opinion.
3. **How is the team accomplishing the task?**
 - a. Synopsis from the Weekly Progress Reports
4. **Strengths:**
 - a. Team strengths
 - b. Individual strengths
 - i. Explain how the team and each individual team member are utilizing their strengths while doing the tasks associated with your project.
5. **Weaknesses:**
 - a. Team weaknesses
 - b. Individual weaknesses
 - i. Explain how the team is transforming their individual weaknesses into strengths while doing the tasks associated with your project.
6. **Are Expectations being met?**
 - a. List expectations that are being met and those that are not being met.
 - i. For those that are not being met create a plan on how to meet these expectations.
 - ii. For those being met discuss how they were met
 1. Team's, Individual, Faculty, TA and industrial consultant's, project management coordinator's expectations
7. **Improvements and Suggestions For New Team Leader:**
 - i. Be clear and focused on the problems your team is having with collaborating and utilizing the tools that are available for implementing the project including writing papers, executing the oral

presentation and implementing your ideas about the project.

8. Milestones met and Suggested changes in Milestones:

a. Discuss Milestones accomplished and those needing to be discussed or implemented

9. Suggested Changes in Weekly Activity Lists:

It is important to review the activity lists and give helpful suggestions for the team in the next rotation.