# Module 13.1 Exit Conferences

Exit conferences are held the last two weeks of the course. Individual teams attend and all team members must be present. Please invite your teaching assistant to attend.  The conference is one hour in duration.  Your team will be able to sign up for your conference on the fourth week in April. Your team must choose a time you can all meet. A schedule will be created by the Project Management Teaching Assistant and the URL to sign up for the conferences will be sent to individual teams as well as be posted on the course website.

The Project Leader creates the agenda for the Exit Conference. The Team should have a team meeting to discuss what issues the team wishes to be articulated in the Completion Report.  The Completion Report is a collaborative report written by the team and should reflect what the entire team wants to suggest as improvements. The Project Leader does the final edit and e-mails the Completion Report the night before to the team and the project management coordinator. Hard copies for attendees are brought to the conference. By the time of the conference most teams are in either the Accomplishment Stage or the Completion Stage of team development.  Please also refer to Module 8 .

## STAGE 4. ACCOMPLISHMENT

1.  Members skillfully discuss their strengths and weaknesses
2.  Members use knowledge of strengths and weaknesses to accomplish task
3.  Team is strategically aware of what they are doing and why
4.  Shared vision is established
5.  Team members understand their roles on the team
6.  Conflict is managed skillfully Team makes necessary changes to ground rules and scope Team members are satisfied with the team's progress
7.  Members are committed to the team's goals
8.  Team as a unit can implement change
9.  Members are effective at problem-solving and decision-making
10. Dialogue amongst team members is established

## STAGE 5. COMPLETION

1.  Team members assess if team reached their goals, both collectively and personally
2.  Members emotionally accept situations where their expectations were not met on the team

3. Members acknowledge the personal goals they did not attain
4. Members acknowledge their personal goals they attained
5. Team members discuss openly changes they would make the next time they are on a team
6. Members say goodbye to each other
7. Archival materials are stored and given to proper authorities
8. Communication systems used by the team are closed down