



## Module 7.1 Meetings

This is a reprint from the course manual section 3.2.5

**A. Faculty Meetings** – Your team meets weekly with your faculty advisor. Determine with your advisor when and where the meetings will be held. For each meeting, the Project Leader should send out the Agenda to the team mailing address and a Weekly Progress Report (prepared by Recorder and uploaded to the Stellar website) to all attendees 24 hours before the meeting. Detailed instructions for the Weekly Faculty Meeting Progress Report are given in Section 7.6. The first Weekly Progress Report is due in the third week of the term. Weekly faculty meetings are used to update the faculty on your progress, discuss issues you are having in accomplishing your goals, and brainstorming how to do accomplish the goals.

**B. Team Meetings** – Your team meets weekly. Your team must decide on a time for your weekly team meeting and report the time in your First Weekly Progress Report. Most teams decide on the same time weekly for the meeting throughout the term. The project leader sends out agendas 24 hours in advance for team meetings. At the first weekly team meeting Project Management exercises, formulating team ground rules, and time management plans must be prepared:

1. Goals articulated and Mission Statement created
2. Information from Entrance Conference Booklet organized and uploaded into Drop Box (recorder)
3. Ground Rules systems as mentioned above completed.
4. Plan for procuring faculty advisor's, industrial consultant's, project management coordinator's and teaching assistant's expectations of the team for the first Weekly Progress Report

The Project Leader decides with the team in the team meetings the resources for the week and creates a Weekly Activity Lists (examples may be found on the Project Management website), that is incorporated into the Weekly Progress Report, and uploaded onto the Stellar website weekly.

**C. General Meeting Guidelines** - In order to create and sustain a time management plan, organized regular meetings are essential. Learning to plan and facilitate a meeting is critical to facilitating powerfully energized discussions. Facilitation at a meeting is the difference between wasting your time and accomplishing the goal. In 10.26/27/29 the facilitator of team and faculty meetings is the Project Leader. Team meetings fulfill the social and communication needs of the team. The team's needs are communicating data and results, recognition of being part of a successful team, involvement in decision-making, goal setting,

problem-solving, work and improvements in work delegation, and the mutual support and enhancement of the self-esteem of the participants to promote creativity. The following guidelines are useful to keep in mind when planning meetings:

1. Plan Logistics. What time are you going to meet? Team Leader looks at team members' schedules (Schedule for the term is created in Entrance Conference Booklet and/or as a calendar on Google and/or uploaded or URL sent to all involved).
2. Project Leader decides with the team when it is appropriate to hold meetings. Most teams have a fixed weekly time that they meet with their team and when they meet with their faculty advisor.
3. Secure the meeting place and/or establish a specific meeting place for the entire semester for the weekly team and faculty meetings.
4. Decide on the objective(s) of the meeting. Solicit input from team members before the meeting or at the start of the meeting, to make sure that all concerns are addressed.
5. Determine participants. Do you need to involve staff or faculty in the meeting to facilitate organizing the task? If you need to involve faculty in a meeting, check their availability before sending out a time. The same goes for the TA and/or consultants.
6. The Project Leader creates an Agenda and sends it out 24 hours in advance.

Weekly Progress Reports sent via e-mail or in Drop box to faculty advisor, team members, and project management coordinator. Bring copies of the amended agenda to the meeting or have it on a computer screen that everyone can observe.