2.2 Instructions for Entrance Conference
Please sign up by Saturday, February 9 (10 p.m.)

Go to the URL sent to you in the e-mail and sign up for your Entrance Conference. Entrance conferences are held in the second and third weeks of the course to help the individual teams familiarize themselves with the organization of the course and Project Management activities. Individual teams meet with the project management coordinator once they have accomplished the following:

1. Uploaded Rotation Schedule website 10.26/27/29/ Rotation Schedule accessed through the Project Management website Announcements.

2. Set up their Drop Box and invited faculty advisor, project management coordinator, teaching assistant and any other relevant person to view your Dropbox. Don't forget to allow the team coordinator access to the electronic collaborative Dropbox space.

3. Completed the TKI Survey (may have to cut and paste URL) at
https://docs.google.com/forms/d/e/1FAIpQLSeVWgW4ggBO63CVquv0eiHfdYhUpJACflGkjtcHO4kMIr2eXA/viewform

4. Had a team meeting and created Ground Rules Systems (Module 4) as a reference and upload Ground Rules into Dropbox.

5. Meet with Faculty Advisor, Teaching Assistant, and Industrial Consultant (if your project has one assigned). Had a discussion about the faculty advisor's, teaching assistant's expectations of the team and upload expectations you listed in the Entrance Conference Project Management Booklet and expectations you have gathered from interviewing your faculty advisor, teaching assistant and industrial consultant if you have one into the Dropbox.

6. Mission Statement has been created at a team meeting and uploaded into Dropbox.

7. Exchanged schedules and recorded on calendar.

8. Complied the team member's individual strengths and weaknesses and uploaded into Dropbox.

9. Read the assigned modules 2-6.

10. Completed the Safety Questionnaires on the EHS website.

11. Scheduled a Library Tour.

12. Made an initial appointment with the CI Instructors.

13. Became familiar with the laboratory space for your project.

14. Decided upon when and where the faculty and team meetings will be held.

Members should be on time for their conferences. If a team member cannot attend the meeting the project management coordinator and other team members should be contacted at least four hours before the conference and an

alternative date needs to be planned via e-mail. The Project Management Teaching Assistant will send available times for the team to choose from regarding the new conference time.   Teaching Assistants should come to the Entrance Conferences. If not attending they should notify team and the team coordinator via e-mail 24 hours in advance of the conference. Notes should be taken to keep the Teaching Assistant apprised of the meeting if they do not attend.