

TEAM MEETING AGENDA 1

PICK ROLES FOR THE MEETING (you are encouraged to switch roles at later meetings):

- Moderator/starter—starts meeting; solicits responses
- Recorder/summarizer—takes minutes; keeps track of contributions and decisions; documents deliverables/deliverers pairings
- Timekeeper—keeps meeting on schedule (Dave is not a good example of a timekeeper; Dave is an amenable.)

FORMING:

Give each team member at least 5 minutes of fame to:

- outline meyers-briggs/learning styles results
- outline “intelligences”
- outline skill sets not covered by M-B & I

SCHEDULING:

Weekly schedules and when opportunities present themselves for group meeting

MASTER LIST OF PROJECT DELIVERABLES:

Table of iterative things to schedule. The process will not be recursive and fractal.

design steps	communication deliverables
procrastinate	notebook/brainstorm
brainstorm	FRDPARRC & design review
winnow	proposal (written & oral)
select	report (written & oral)
FRDPARRC	
prototype (obtain parts + build)	
evaluate	

how will your ESG 21W.732 work flow fit with your other commitments? expect analysis, construction, and testing to take longer than you think. expect the recursion to require more organization than you think. expect the project to last about three weeks; a more detailed schedule can be expected soon.