AGENDA: September 20th, 2018

[Milner]

**Class business:**

·       **Weekly topic:** Managing Team Meetings and Tasks

·       **Reminder to post selfie from Tuesday’s lecture**

·       **Discuss Packback questions to post** Packback questions are due Thursday night

·       **Weekly meeting project objective:** Complete and turn in the Project Proposal

**What members should bring**

           Members should type up answers to designated question on the Project Proposal on a separate Word Doc so that they may be copied and pasted into the Project Proposal Google Survey during the meeting.

·       Historian (Justin): The answers to questions 1-10 on the Project Proposal.

·       Liaison (Abby E.): Present an overview of your first-choice organization. (Question 15 on the Project Proposal). Type up any research you have found on our first-choice organization and the services they provide.

·       Treasurer 1 (Abby B.): Rank the organizations in order of preference. (Question 14 on Project Proposal)

·       Treasurer 2 (Jordan): What are your team rules? (Question 13 on the Project Proposal)

·       Webmaster (Allison): What platform will we use for our team portfolio? (Question 12 on the Project Proposal.

·       Webmaster 2 (Emily): What platform will we use for our team portfolio? (Question 12 on the Project Proposal)

·       Recorder (Leah): Have Project Proposal pulled up and ready to be filled out during meeting. Recorder will ultimately submit the completed Project Proposal by the end of the meeting.

**Old business:** Discussing our top pick for an organization and semester goal for helping that organization.

**New business**: Leftover items from the Project Proposal (Questions 16-22). Finalizing a plan for a specific organization (Questions 16). Adding more detail regarding what we think we can do for the organization (Question 17). Discussion of SMART goals (Question 18). Plan for achieving SMART goals (Question 19). Rough timeline for achieving these goals (Question 20). Potential problems will be addressed (Question 21). A fallback plan will be addressed (Question 22). Any questions that team members were not able to answer without the group when working as individuals will be addressed at this meaning. Project Proposal will be turned in by the end of this meeting.