

## 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

Determine how will your ESG 21W.732 work flow fit with your other commitments. Expect FRDPARRC design/analysis, construction, and testing to take longer than you think because working recursively with others requires unforeseen communication. The detailed schedule is available in the Project II and Movie Essay assignment listings. A rough calendar schedule is appended—use it to document your time commitments.

Document:

- Your team’s weekly schedule—when opportunities present themselves for group meeting
- Individual 21W.732 working time—block out the times when each team member commits to 21W.732 work, both individual and team.

Fall 2010 21W.732 Workflow Scheduling Calendar, Project II & Movie Essay

S	M	T	W	R	F	S
Sept 19	Sept 20	Sept 21	Sept 22	Sept 23 individual brainstorming & rough FRDPARRC	Sept 24	Sept 25
Sept 26	Sept 27 reading project I reports (oral & written) memo	Sept 28	Sept 29	Sept 30 poster (team) pitches (ind.)	Oct 1	Oct 2
Oct 3	Oct 4 proposals (team, oral & written) reading	Oct 5	Oct 6	Oct 7	Oct 8 <b>add date</b>	Oct 9
Oct 10	Oct 11 <b>HOLIDAY</b>	Oct 12	Oct 13	Oct 14 prediction presentation (team) movie essay drafts (ind.)	Oct 15 family weekend	Oct 16 family weekend
Oct 17 family weekend	Oct 18 prototype demo	Oct 19 prototype test	Oct 20	Oct 21 report presentation I	Oct 22	Oct 23
Oct 24	Oct 25 reports (team— oral & written) memo	Oct 26	Oct 27	Oct 28 movie essay draft II (ind.) reading	Oct 29	Oct 30

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21W.732 / ESG.21W732 Science Writing and New Media  
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