

## **[Unit 4] MT480- Unit 4 Assignment 2: Team Assignment — Team Timeline and Meeting Minute Requirements**

**Let's Get Started!** Experience has shown the following timeline to be helpful. Please do not feel constrained by this timeline; it is not a graded item.

Unit 1: Wednesday — Greet each other in the Team Discussion area and exchange contact information, time zone, and best meeting days and times.

Unit 1: Saturday — Determine who will lead the project, who will do which part and by when, what your communication expectations are, and when you will be meeting next. (See Agenda suggestion below.)

Unit 1: Monday — Confirmation of delegated duties. Delegated parties accept their delegated duty and begin working on their deliverables.

Unit 2: Wednesday — Project leader reassigns any duties not accepted by individuals on the team, and the team members continue working on their deliverables.

Unit 3: Wednesday — Submit draft assignment to project leader. Project leader posts draft assignment in the Team Discussion Board.

Unit 3: Saturday — Team edits/improves the assignment deliverable.

Unit 4: Tuesday — One team member submits the assignment.

You may find this to be a helpful guide for an agenda for your first meeting or initial team discussion posts.

### **AGENDA**

- Determine project leadership.
- Determine the specifications, resources, and timelines for the project.
- Determine communication protocol.
- Determine next meeting.

### **Meeting Minutes Requirements**

Meeting minutes must include each team member's name, the date, and notes of the discussions.

Minutes of the meetings will be posted at the end of the business letter.