

**Financial Systems Design**

**Instructions to Teams**

# Team Formation

The group practical project will be completed in teams of four members. Teams are self-selected.

Please submit the names of your team members + team name on Vula by **Friday 7th of August (noon).** We only require one team member to submit the list of names on Vula.

# Weekly Team Meetings

Weekly team meetings (15 minutes) are scheduled on Friday mornings. During these meetings, each team will meet with the project facilitators to report on weekly progress, and ask questions.

Available meeting slots are as follows:

Meeting slot 1: 10.00 – 10.15

Meeting slot 2: 10.15 – 10.30

Meeting slot 3: 10.30 – 10.45

Meeting slot 4: 10.45 – 11.00

Teams are required to book a 15 minutes slot on Vula and will retain that slot for the rest of the semester (one booking per team on a first-come-first-serve basis). All meetings will be held via MS Teams

Deadline for booking meeting slot: **Friday 7th of August (noon)**

**After having chosen a meeting slot, teams are required to send a recurrent calendar invite with an MS Teams link to all members and facilitators (Obeid, Maureen & Grant).**

**Meetings will be held as from Friday 14th of August 2020**

# Project Overview Q&A Session

A 30 minutes project overview session will be held of Friday 7th of August at 14.00.

All students are required to attend this session.

We will kick-start our weekly meetings from Friday 14th of August, onwards.

Please join the Q&A session using MS Teams.