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| Item | Time Allocated |
| Get to know each other | 5 min \* |
| Establish a decision-making process | 5 min \* |
| Set operating guidelines: attendance, timeliness, time and place, basic courtesies, breaks, interruptions, guidelines for unexpected happenings and various behaviours | 10 min \* |
| Elect a [Project Manager](https://teaching.csse.uwa.edu.au/units/CITS3200/project/Roles.html) for your team. It is expected that the role will be undertaken by at least 3 people over the course of the project. | 5 min \* |
| Talk about your weaknesses | 5 min |
| Break down project specifications (Topic, Scope, Task). What are we being asked to do? | 10 min |
| What do you expect from other team members? | 10 min \* |
| Team Member of the week | 5 min |
| Extra time | 5 min |

Notes

Establish code of conduct (expectations).

- Each week.

- When disagreements arise.

> Ask client or Michael (project specifications).

> Otherwise try and find middle ground.

> If all else fails put it to vote.

Establish steps for misconduct.

Determine 3 Project managers.

Determine group roles (see unit website).