Meeting Policy

This document details the Sweet Home 3D development group's policy on team meetings. This policy includes the procedure to call an additional meeting, the frequency and prearranged place of weekly meetings, the roles assigned to team members for the duration of a meeting and the expected procedure a team member should undertake to if unable to attend any given meeting

## Weekly meeting:

The group has elected to conduct meetings at 3:00pm on Friday evenings. These meetings will occur on a weekly basis. This meeting will occur at the PNR Building Library. The group will meet outside the Library until all members able to attend are present or until 3:10pm . After which the group will move to one of the pods in the PNR Library. If any team member is running late, it will be their responsibility to find the group.

## Procedure to call an addition meeting:

At some points during the course of the semester, particularly in times where assessment items are due, it is expected that one weekly meeting may not be sufficient. If any team member feels it necessary to hold an additional team meeting then it is their responsibility to contact the other group members to inform them. This will be done via a group email. All members of the group will then discuss the importance of the meeting and arrange one if required, including a time and location.

## Team member roles during meetings:

Each meeting will have an assigned chairperson, secretary, timekeeper and facilitator. The chairperson is responsible for planning the meeting agenda, leading the overall meeting and distributing weekly tasks. The secretary will record all the relevant details of the meeting, including taking attendance and writing notes on all the topics discussed. After the meeting, the secretary will convert these notes into a set of minutes and distribute these minutes to all team members. The timekeeper is responsible for managing the time taken on different topics of discussion and reminding the chairperson if overtime in any part of the meeting. The facilitator is responsible for leading the discussion. This member helps promote effective interactions within the group. These roles will rotate each meeting on a four week basis to ensure each team member fills every role.

## Procedure to follow if unable to attend:

If a member is unable to attend, it is their responsibility to inform the rest of the team via a group email. The role of the individual unable to attend will be reassigned to another team member at the discretion of the team members present at the meeting. It is also their responsibility to ensure that they are up to date on everything discussed at the meeting. This can be done by reading the minutes that the secretary will provide to the rest of the group after the meeting. The chairperson can be contacted if any additional information is required.

## Member Comments:

Member 1: To collaborate with other people we have to share different opinions and communicate frequently. It may take lots of time, but it is necessary. Through intensive discussion and meetings, I would like to learn others' strengths and then enhance my weakness.

The tasks will be divided equally. Every assignment will be divided into four parts and each team member can choose a task that they are most interested in. Then, the assigned weekly chairperson will make a deadline by which all group members must submit their part. After collecting all parts, the chairperson will have to merge these into one file. This is the biggest challenge for chairperson. If one team member does not contribute, the others should remind them because they may too busy to do their part.

Member 2: Teamwork is one of the most crucial team elements nowadays. Through teamwork, an individual will understand the different view points during a discussion and they will see the world from different angles, which is something I want to learn. I expect my team members to respect each other's opinion and for each team member to be confident to express theirs. Task distribution depends on the chairperson at that week. Since the chairperson will integrate different parts of the assignment, they must understand the task beforehand and then allocate work accordingly to the other team members. If someone does not contribute, others should inform them via e-mail and let them know they should do their work or the group mark may suffer.

Member3: My other teammates are overseas students. I enjoy the opportunity to join them as it gives me a good chance to learn some of their culture and the way they deal with challenges. I hope to be a part of a team with mutual trust and understanding, which in turn will enhance the team's communication and cooperation. Dividing the tasks is of critical importance and should be done at weekly meetings. I believe that the team should prepare the documents or materials required for the class beforehand and then discuss the relevant topics in class. If someone does not contribute, the other team members should contact the offending team member as soon as possible to resolve any possible issues why this lack of contribution may have occurred. I believe that since a group policy with required contribution has been firmly established, the semester should run relatively smoothly.

Member4: I expect my teammates to work efficiently and at the same time inform others of the process completed thus far. The task distribution should be fair. We could take turns assigning work to team members. The deadline will be made once everyone has reached a compromise. Conflicts will occur when we hold different perspectives over proposed methodologies. However as a team, we need to have mutual understanding and then make the right choice to reach a consensus.