

SUGGESTED TEAM MEETING SCHEDULE

Queen's MMA



Bi-Weekly: Administrative Meeting (1 to 1 ½ hours) to:

- Complete a two-minute check-in with each team member
- Debrief any projects handed in since the last administrative meeting
- Align around Assignment Plans for team assignments coming up two to four weeks out, organizing actions required by team members
- Discuss any other logistics or team organization issues
- Discuss and resolve any concerns that team members may have personally or in the team

Bi-Weekly: Two or Three Working Sessions (four to six hours of total meeting time) to:

- Analyze cases, discuss options, set direction for upcoming projects/assignments
- Discuss complex issues and make decisions related to team work
- Discuss, finalize responses and make decisions related to team problems/questions assigned

Recommend:

- Virtual meetings do not exceed two hours
- Debriefs at the end of each meeting to discuss what worked, what did not and what could be improved
- Providing feedback to the Chair on his/her effectiveness in the role

Between classes:

- Team members use many forms of technology to communicate with each other
- The Lead and Second may meet/collaborate to work on a project/assignment as well as any other members of the team to complete allocated work
- Any team members may collaborate to study, to help each other with course material or to discuss cases/readings that will be covered in class