## Group Meeting #1 – 10%

Consultations allow a formal discussion of your project with a specific focus selected by your team.

## When is it due?

Group Meeting #1 will take place in Weeks 5 & 7. Sign up instructions will be provided as the semester progresses.

## What to do:

* You are required to sign up your group and ensure that all members attend.
* You will decide what you want to discuss in the meeting. It could be asking questions about assignments, discussing your project with me and getting to know one another, having me critique or edit your work, etc. It should be relevant to my role as your communications support person.
* You will provide an agenda at least 24 hours prior to the meeting (via brightspace).
* You will provide minutes after the meeting within 48 hours (via brightspace).

## How you will be marked:

You will be marked as a group. If you do not attend, you do not receive a mark. If you do not attend, it hurts your group members’ grade

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| * All members attend | /1 |
| * Written agenda is provided prior to the meeting (24 hours minimum) via email. * All group members are cc’d on the agenda distribution email * It is clear from your agenda what will be discussed, by whom, and at what length. * Topics are relevant to communications aspect of the project. | /4 |
| * Group facilitates the meeting (pays attention to time / keeps team on task) * Meeting starts on time * Laura doesn’t need to prompt * Meeting ends on time | /4 |
| * Group sends minutes via email after the meeting that summarizes what was discussed (within 24 hours of the meeting). * These minutes should be detailed and a true record of the conversation. * All group members are cc’d on the email | /3 |
| MY EMAIL IS: [mchughl@algonquincollege.com](mailto:mchughl@algonquincollege.com) | /12 |