**Business Meeting & Summary Assignment**

**10%**

**Due: Weeks 4 (Meeting) & 5 (Summary)**

This assignment assesses your ability to (1) summarize current business-related articles and (2) present, discuss, and evaluate your findings in a small-group meeting.

**Part One: Business Meeting, (3%)**

**Required Reading**

1. To successfully complete this assignment, carefully read **all** of the following articles:
2. "Flying Cars Are (Still) Coming: Should We Believe The Hype?"

by Glenn McDonald

<http://www.npr.org/sections/alltechconsidered/2017/04/25/525540611/flying-cars-are-still-coming-should-we-believe-the-hype>

1. "Why parents choose Uber to take their kids to school when they're 'too busy to be a part-time chauffeur"

by Genevieve Bilosk

[http://nationalpost.com/life/why-parents-choose-uber-to-take- their-kids-to- school-when-theyre-too-busy-to-be-a-part-time-chauffeur/wcm/4eab4590-b863-40b7-b38b-d60e6a3ebb8d](http://nationalpost.com/life/why-parents-choose-uber-to-take-%20%20%20%20%20%20%20%20their-kids-to-%09school-when-theyre-too-busy-to-be-a-part-time-chauffeur/wcm/4eab4590-b863-40b7-b38b-d60e6a3ebb8d)

# "Toronto startup Chef’s Plate eyes $50-million sales mark, IPO"

# by Sean Silcoff

<https://www.theglobeandmail.com/report-on-business/toronto-startup-chefs-plate-shines-in-emerging-meal-kit-delivery-market-ipo/article34163962/>

1. "Why 2017 will finally be the year of the smart home: Consumers figure it out"

by Diana Olick

[https://www.cnbc.com/2017/01/04/why-2017-will-finally-be-the-year- of-the-smart-home-consumers-figure-it-out.html](https://www.cnbc.com/2017/01/04/why-2017-will-finally-be-the-year-%20%20%20%20of-the-smart-home-consumers-figure-it-out.html)

1. Take notes about key ideas of each article so that you will be prepared to discuss all the articles in a group business meeting. **You will need to hand in your notes at the end of class with your self-evaluation form (3%).**
2. Determine which article's issue is most important in today's business environment. During your meeting, you will explain why you think so. As the meeting progresses, your group will vote on which is the most important. After the meeting, you will fill out a self-evaluation about your performance during the meeting.

M**ake-up dates for this assignment are not available. If you miss this class, you will receive a mark of zero.**

**Part Two: Summary Writing (7%)**

Write a summary of **one** of the four articles used for the business meeting.

**Submission Requirements**

1. A 10% per day penalty will be applied to late submissions.
2. Include a title page that indicates your name, student number, course and section code, date, and professor’s name.
3. Word process your assignment.
4. Use Arial or Times New Roman font. Use 12-point font size.
5. Use **Memo** format
6. Staple your assignment.
7. Submit an e-copy to **Drop Box** on **ecentennial.** This copy will automatically be scanned by **turnitin**, a program that checks the originality of your work.

Students who submit work that is copied will incur penalties. Please refer to Centennial College’s plagiarism policy for details.