**Time Management & Meetings**

One heuristic for calculating the number of hours outside of class that a student should commit to each class each week is simply to multiply the number of credits times 3. I expect each of you will spend around 9 hours a week outside of class on this class once the project is underway. Each of you will be assigned a number of things to do. Since there is much to do, please spend your time wisely.

All team members are expected to document the time you spend on the project (not the class as a whole). The following forms should be completed and submitted to your supervisor as follows:

SCHEDULE (all members) – Due EOB Friday

LOGT (all members) – Due EOB Friday

WEEK (team managers) – Due 9am Monday

SUMT (project leader) – Due noon Monday

PEER (all members) – Collected at the end of each cycle

CCR (client liaison) – When appropriate

LOGTEST (quality control team members) – Due EOB Friday

PIP (all members) – When appropriate

There will be many meetings for you to attend. Managers are responsible for scheduling meetings. You may meet on a regular basis or when the need arises. Managers – before scheduling a meeting, set an agenda for the meeting. Announce the agenda before the meeting at least 24 hours in advance so attendees can be prepared. Since it is often difficult to find a common time to meet, use that time wisely. Address your issues and then *immediately* close the meeting so others can go onto other things. Participants should arrive *promptly* and be prepared to discuss the items on the agenda. Managers will take meeting minutes along with attendance and forward them up the chain of command to the project leader. The project leader will regularly update the instructor of the content of and participation at the meetings. Meeting minutes do not need to be recorded for informal meetings.

Appropriate members of the management team will meet with the client to discuss the design and progress of the app. Client meetings are listed in the syllabus and Project Description and will be held in McKinney 345. Members attending client meetings are expected to wear appropriate business attire. The team should prepare and practice for those meetings. The team is responsible for making sure the conference room is reserved and will set up a webcast of the demonstrations so that the rest of the class can view the meeting from McKinney 226. Other meetings with the client should be arranged by the client liaison.