**PROJECT MANAGEMENT**

**Class Activity: The “Launch” or “First” Meeting**

**Conduct a “First Meeting” for a generic project**:

* Choose a Primary Facilitator to run the meeting.
* Use the attached AGENDA to run the meeting
* Assign meeting management roles in accordance with the handout
* Use the “The Launch Meeting” document as a guide
* Scribe the components of the “first meeting” on the Flip Chart
* Understand that these components will comprise a “team charter”
* Minute Taker creates a draft “team charter” from your first meeting work
* Assign a team member to report out to the class.

The “first meeting” should produce the following as per Agenda items four through eight:

1. Develop a list of team member commitments
2. Brainstorm ground rules for team behavior during project meetings
3. Develop meeting logistics/guidelines for ongoing standards
4. Discuss and establish a “Parking Lot”
5. Prepare an “Issues List” form to track project action items

AGENDA

**Project Title:**

# **Date of Meeting:** **Primary Facilitator:**

# **Beginning Time:** **Secondary Facilitator**:

# **Ending Time:** **Timekeeper**:

# **Location:** **Minute Taker:**

**Scribe:**

**Purpose**: Learn meeting management skills by conducting a “first meeting” according to *Mining Group Gold* protocols

**Desired Outcomes:** Team Charter document; Parking Lot; Issues List Form

**Participants:**

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**Time Discussion Topics**:

1. 1) Warm-Up, Assign Roles

3.0 2) Review Objectives, Desired Outcomes, and Agenda (including times)

0.0 3) ~~Review Action Items from Last Meeting and Collect Deliverables~~

10.0 4) Develop a team member project commitment “agreement”.

10.0 5) Brainstorm a list of ground rules for team behavior.

10.0 6) Develop meeting guidelines & review roles.

5.0 7) Discuss and establish a “Parking Lot”.

5.0 8) Prepare an “Issues List” form.

3.0 9) Wrap-Up: Decisions, Action Items, Next Steps, and Critique

**Team Charter**

**Team Title:**

**Purpose:**

**Commitments:**

**Ground Rules:**

**Ongoing Meeting Logistics:**

**Team Members and Roles:**

**Team Signatures:**

**Approval:**