**Team 2**

**Preparation Checklist for Assignment 3 Overview**

Decide on the purpose of the meeting.

* This meeting will be used to ensure the team understands deliverables and determine who will be assigned to what part of assignment.

Determine what will a successful outcome look like.

* A successful meeting will conclude with the assignment of tasks required to complete assignment 3 with an A grade.

Choose a convenient day and time for meeting.

* This meeting will occur at 3:00pm 9/28/2014 at the Kennewick Denny’s on 395.

Book the meeting location.

* Location confirmed by team at 3:00pm at Denny’s.

Decide who must attend to reach the outcome.

* Entire team, Ryan, Lansdon, and the Jason’s S&W.

Prepare the meeting agenda, with time periods for each section or topic of the meeting.

* Meeting agenda as agreed on by team.

Prepare presentation tools, including laptop connections and handouts.

* Lansdon will bring laptop and notes.
* Jason S will bring copy of assignment 3’s requirements.

Designate a meeting note taker.

* Lansdon will keep the notes.

Determine the total time spend for the meeting.

* This meeting will take a minimum of 45 minutes – maximum of 1 hour.