You will be a consulting firm and I will be a business owner.

The only way to obtain information is to schedule an interview with me.

**INTERVIEWS**

All interviews must be preceded by a formal correspondence.

The formal correspondence:

-must be sent 24 hours in advance of the interview

-must be in a Word document with letterhead/logo

-must have a list of questions/topics that will be covered

-must be well thought out and planned with the group

-the group may want to review all correspondence before it’s sent

All interviews must be conducted in a professional manner.

-interviews should be planned in advance

-**all** team members must participate during the interviews

-interviews should not exceed 30 minutes.

A follow-up correspondence must be sent after the interview.

The follow-up correspondence:

-must be a Word document with letterhead/logo

-should thank the interviewee for their time

-should summarize the details of the interview….DETAILS !!!

-must be sent within 5 days of the interview

# MEETING LOGS

Every time your group meets, you will be required to complete a meeting log.

The meeting log must have the following 6 items:

-who attended the meetings (who was absent, came late, left early)

-the place, start-time, end-time, and date of each meeting

-the purpose of the meeting

-the tasks assigned to each individual member

-due date for each task for each member

-**and an indication that each task was completed on time**

Keep a copy of the meeting log for all members for backup purposes.