Role Play: A Project team meeting

Arrange a kick-off meeting of the project team. Select a scenario. Elect a project leader. Give jobs to team members, discuss costs and time, schedules, a list of specification, etc. Before you finish, agree who will write the meeting report, and arrange time and place for the next meeting.

Check that the following aspects are part of your discussion:

- ➢ Which tasks need to be fulfilled and what resources will be assigned to them?
- ➢ Does the schedule include possible alternatives?
- ➢ Which tasks may turn out to be bottlenecks?
- ➢ What are the responsibilities of each project team member?
- ➢ What exactly has to be done until the next meeting?

Make sure that the following tasks are fulfilled:

project leader: Create an agenda for the meeting and make sure that it is fulfilled.

system analyst: Present a list of specifications concerning the requirements of the project.

documentation leader: Describe what is needed to plan a successful presentation of the project.

report writer: Make notes for the agenda of a further meeting.