**Each section must be written in paragraph format. Be specific to the people in the meeting when writing your responses. Use Grammarly before submitting.**

**Part A: Explain the outcome of the meeting.**

•  how closely the meeting followed the meeting agenda

•  the conflicts that emerged during the meeting

•  how different individuals responded to conflicts that emerged during the meeting

**Part B: Evaluate the effectiveness of communication strategies.**

•  how various communication strategies influenced meeting outcomes

•  how some communication strategies hindered decision-making

\*Include the names of the people from the meeting in your responses.

**Part C: Identify the informal leader of the meeting and analyze their approach.**

•  a leadership skill exhibited by the informal leader

•  a justification of why you identified that particular informal leader

•  how the informal leader maintains focus on the problem being discussed in the meeting

**Part D: Explain the overall interpersonal dynamics of the team.**

Be sure to include how EACH team member contributed to the meeting’s outcome. **You must discuss each team member.**

**Part E: Plan a follow-up meeting in response to Kamal’s email. Paragraph format.**

Justify each component of the given points from part E of your follow-up meeting plan.

**Team Members to Attend:**

•  a list of team members that should attend the meeting

•  questions you will ask in the meeting

•  goals and expectations for the meeting

•  how you will facilitate the meeting and lead the team to a consensus

1. Justify your points.
2. Use Grammarly for the whole document. I can’t stress it enough.