Practice Peer-graded Assignment: Activity: Plan a meeting and inform the team

Ready for the assignment?
You will find instructions below to submit.

| Instructions |
| **My submission** |
| Peers to review |

Project Title

Discussions

> Give your project a descriptive title

**Note:** For this activity you must submit both the meeting agenda and the invitation email.

Before submitting your **meeting agenda** check it to make sure it includes the following criteria:

. The agenda lists all core members of the team as "Attendees." **(1 point)**

.. The agenda includes summary of the meeting's purpose and expectations. **(1 point)**

. The agenda includes three topics or next steps to discuss with your team. **(2 point)**

·. Each topic includes how the issues will be approached. **(2 points)**

. All three approaches specify which team members will address the issue. **(1 point)**

The meeting agenda may be submitted as a Google doc or a downloadable file (.doc, .docx, .pdf).

If submitting the meeting agenda as a Google doc, enter the URL below. You may also include an optional title or caption. **Please make sure to check the sharing settings to confirm your peers have "view" access. If your doc settings are not accessible to everyone, you may not receive a passing grade.** For more support on sharing settings, you can visit this resource⬈.

> https://example.com

If submitting the meeting agenda as a .doc, .docx, or .pdf file, upload your document below.

Note: To upload a file, you must also enter a value into the URL box above. Type "https://www.com" into the URL box to ensure your file uploads successfully.

> ↑ Upload File

Before submitting your **invitation email** check it to make sure it meets the following criteria:

. The agenda lists all core members of the team as "Attendees." **(1 point)**

.. The subject line explains the purpose of the email. **(1 point)**

. The email includes an opening that acknowledges the team's work or something that is going well. **(2 points)**

·. The email includes a body section that explains the purpose of the meeting and proposes a meeting time. **(2 points)**

. The email includes a signature (name) and the meeting agenda is listed as an attachment to the email. **(1 point)**

The invitation email may be submitted as a Google doc or a downloadable file (.doc, .docx, .pdf).

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