## MEETING AGENDA

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| **Park Tiger Team Kick-off Meeting** | | | | | | | |
| **Meeting called by:** | | | Kim and Angela | **Type of meeting:** | | Team Project Planning Meeting | |
| **Facilitator:** | | | Angela | **Note taker:** | | Kim | |
| **Timekeeper:** | | | Kim |  | |  | |
| **Purpose of Meeting:**  This meeting is to introduce all team members, to better define the purpose of our team and to begin our work by generating ideas and assigning roles and responsibilities.  **Meeting Objectives:**  By the end of this meeting, we will have:   1. Met all members of our team. 2. Developed a formal definition of our project. 3. Generated 10 viable ideas for our initial team efforts. 4. Assigned roles and research topics to all team members. | | | | | | | |
| **Attendees:** | | Members of the Park Tiger Team (Kim, Angela, David, Mark, Gerry and Tony) | | | | | |
| **Please read:** | | The charter for the formation of our group, location: http://www.ncsu.edu/parktigers.htm | | | | | |
| **Please bring:** | | Notepaper and Pen or Pencil | | | | | |
| **Agenda** | | | | | | | |
| **Introduction of Team Members** | | | | | Kim | | 5 minutes |
| **Team Purpose Definition** | | | | | Angela | | 15 minutes |
| **Idea Brainstorm and Idea Selection** | | | | | Angela | | 30 minutes |
| **Assigning Ideas for Research to Team** | | | | | Kim | | 10 minutes |
| **Additional Information** | | | | | | | |
| Decision-making | Team decisions will be made by consensus. If the team cannot reach a decision in this way, Kim will have the responsibility of making decisions on behalf of the team. | | | | | | |
| Assigning Roles | We will first ask for volunteers to research each of the ideas we generate in this meeting. Kim will delegate topics if time is short or no one volunteers to research a particular idea. | | | | | | |