## 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.
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| **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.  |