

MINUTES

Team Project Meetings with Professor Smith

April 3, 2017

Present: All Business Communication MW day students with exception of those below.

Absent: Hunter H, Brandon C, Jeff P, Alex D, Josh C

Items Discussed:

1. Feedback on team Agenda, Minutes, Proposal – Make updates as needed based on feedback, share with each team member for Portfolio 2 inclusion. I do not need to see these items again until I see them in your Portfolio. If you do not personally feel that the team-generated documents are top-quality, even after the updates, you have the freedom to make edits/improvements to them. Once they are in your Portfolio, they will be evaluated individually as part of your overall Portfolio.

2. Discussion of team project – Wonderful ideas were presented on leveraging social media to gain future career objectives, learning better dining etiquette, navigating office politics and preparing to show respect when traveling abroad. I am excited about your team projects and the needs they will serve.

3. Upcoming dates of importance:

- The April 7 delivery date for finished slides has been extended. Just deliver your finished slides to your contact/audience prior to making your team presentation in class (April 19).
- Beginning with this Wednesday's class, I'll start giving you 20 minutes of team time toward the end of class to work on these projects.
- Next week (April 10) have at least a few slides ready to show me (during class) for design feedback.
- In two weeks (April 17) we'll have an in-class workshop where you can put the finishing touches on your team slide presentations.

4. Mock interview updates, as individually needed – If there is anyone still waiting to hear from a contact on the mock interview, please let me know ASAP.

Next meeting: Regular class this Wednesday

Submitted by: Professor Smith