

## Yaay...Congratulations!

Your input in the project charter has been recorded. Good luck for your project...



Looks like your project charter is missing your initials..



TEAM MEMBER SIGNATURE	
TEAM MEMBER NAME	SIGN (INITIALS)

PROJECT CHARTER



Access your Charter Here 



This is a good time to **revisit your charter!**

### SETTING MEETINGS



- Set them for every 7 to 10 days
- Schedule them ahead of time
- All at once at project kick off OR
- At the end of each meeting

### REVISIT MILESTONES




When setting up your milestones, think about the final product and the deliverables to gradually create it

### ASSIGNING ROLES



Make sure to have a leader and/or coordinator assigned



Access your Charter Here 



It is time to prepare for your upcoming meeting on **November 20**

Project Draft #1

### AS AN INDIVIDUAL



### AS A TEAM



BEFORE MEETING

- Complete individual tasks and upload on shared drive before the meeting
- Review others' work

DURING THE MEETING

- In online meetings, record your meetings
- Keep minutes (memo)
  - Key points discussed
  - Decisions made based on agenda
- In online meetings, turn on your video
- Take turns in voicing your ideas
- Challenge the team for innovative solutions
- Actively listen to others
- Be open and give honest feedback



Access your Charter Here 

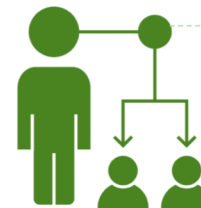


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Project Draft #1

Hey Arnav and Hasan!

Thank you for leading the team...



- Coordinate, prepare and circulate the agenda for team input
- Set attainable goals for the upcoming meetings
- Make sure to assign 'keeping minute' role to a team member or rotate the role
- Make sure everyone is heard



Access your Charter Here 

## REMINDER INTERVENTION MODULE

\*If you are looking for the original version, please contact [sinemmm@msu.edu](mailto:sinemmm@msu.edu)