

1st Meeting Protocol

1. Negotiate common meeting times and location
2. Exchange personal information (Phone, e-mail, M-B profile, etc.)
3. Determine preferred presentation/case time (1st choice, 2nd choice, etc.).
4. Share personal instruction manual
5. Discuss 3 strengths and 3 weaknesses of each group member.
6. Discuss the special resources each member brings to the group .
7. Select group name.
8. Clarify member responsibilities and expectations (e.g., what to do if you can't make a meeting)
9. E-mail professor the group name, member names, case & projected meeting times/location

Member Personal Information & Profile

Group Name _____

Name:	
Home Phone:	
Cell Phone:	
E-Mail:	
M-B Profile:	
Other Info:	

Name:	
Home Phone:	
Cell Phone:	
E-Mail:	
M-B Profile:	
Other Info:	

Name:	
Home Phone:	
Cell Phone:	
E-Mail:	
M-B Profile:	
Other Info:	

Name:	
Home Phone:	
Cell Phone:	
E-Mail:	
M-B Profile:	
Other Info:	

Name:	
Home Phone:	
Cell Phone:	
E-Mail:	
M-B Profile:	
Other Info:	

Name:	
Home Phone:	
Cell Phone:	
E-Mail:	
M-B Profile:	
Other Info:	

