Team Kick-Off Meeting: Checklist

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| **Description** | **Done!** | **Remarks** |
| **Introduction:** |
| **Mentor introduction:*** Provide some information on your personal background (e.g. where you grew up, hobbies, personality traits).
* Provide some information on your academic background;
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| **Coach introduction:*** Provide some information on your personal background (e.g. where you grew up, hobbies, personality traits).
* Provide some information on your academic background;
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| **Students’ introduction:*** Provide some information on your personal background (e.g. where you grew up, hobbies, personality traits).
* Provide some information on your academic background;
* What would you like to learn/improve?
* What strengths do you have that can contribute to the functioning of your PREMIUM team?
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| **Expectations:** |
| **Expectations:*** What does the mentor expect from the students?
* What does the competence coach expect from the students?
* What do the students expect from this project and programme and the Mentor?
* What do the students expect from the competence coach?
* What do you all consider to be the criteria/elements of a perfect team?
* What does every individual need from the team to improve/optimise their individual contribution?
* Set basic rules for behaviour within the team;
* How to proceed if someone last-minute cannot attend a scheduled meeting;
* How will you all ensure an equal division of tasks?
* How will the team ensure expected contributions and performance levels?
* How will the team deal with free-riders?
* How will the team deal with members who perform poorly?
* How will the team deal with achieved successes and cope with setbacks?
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| **Team:** |
| **Team:*** Dividing of roles among the team members. Who will be responsible for what activities (e.g. responsibilities of the discussion leader, presenter, scribe and other team members; backup roles, etc.)?
* What are your preferred working styles, particularly in relation to teamwork? An example of working styles is listed below as a guideline (Belbin 1996):
	+ *Leader:* clarifies goals, coordinates resources.
	+ *Completer/Finisher:* searches out errors, keeps a feeling of urgency in the team, and delivers on time.
	+ *Implementer:* translates concepts into practical plans.
	+ *Monitor/Evaluator:* sees all options, evaluates ideas, judges correctly.
	+ *Plant:* proposes new ideas, solves difficult problems.
	+ *Resource investigator:* explores opportunities, handles external contact.
	+ *Shaper:* gives coherence to team work, overcomes obstacles.
	+ *Specialist:* provides scarce knowledge and skills.
	+ *Team worker:* builds bridges, fosters team spirit, and calms rough waters.
* Discussion of the potential schedule for the meetings and planning.
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| **Communication:*** Discussion of the ways of communication with each other and the mentor, coach and client;
* The frequency of communication;
* Provision of feedback (how to do it).
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