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; |  |  |
| **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; |  |  |
| **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? * What do you believe to be your added value to the team and project? * What do you need from your team members/mentor/client in order to thrive in this team? |  |  |
| **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? |  |  |
| **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. |  |  |
| **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). |  |  |