Team Meeting Guidelines
MATH 485: Mathematical Modeling
Spring 2020

Each team should hold regular meetings. Ideally, meetings should occur at least twice a month and perhaps more frequently in the second half of the semester as the project is getting closer towards its completion. Regular meetings also provide a venue to meet with your project mentor on a regular basis.

Members of your team will rotate the roles of Reporter, Manager, and Clarifier each time a new team meeting is held. Roles make it is easier for you to work efficiently and effectively toward completing teamwork.

**Reporter:** The reporter writes a record (Meeting Minutes) of how the meeting went, how long the team met, what difficulties or successes the team may have had (with mathematics or otherwise). If there is disagreement about the solution to a problem, the reporter should mention this, briefly describing what alternate solutions were discussed and explaining the difference in opinion. The report should list the members of the team who attended the meeting and their roles. The report should be on a separate sheet of paper (there are pre-made Meeting Minutes sheet you can download from the course website).

**Manager:** The manager is responsible for arranging and running the meetings. If one of the team members cannot attend a team meeting, the manager should also take on his/her role.

**Clarifier:** During the team meetings the clarifier assists the group by paraphrasing the ideas presented by other group members, e.g. “Let me make sure I understand: get the eigenvalues...” The clarifier is responsible for making sure that everyone in the group understands the questions being discussed and the solutions to the problem at hand.

*Within three days after each meeting,* the reporter should submit the Minutes to the instructor *and* the project mentor with all the other team members CC’ed.

Adapted by Calvin Zhang-Molina from the Guadalupe I. Lozano version from the University of Michigan Mathematics Introductory Courses Program.