Copyright 2018 Carnegie Mellon University. All rights reserved.  
  
This material is based upon work funded and supported by the Department of Defense under Contract No. FA8721-05-C-0003 with Carnegie Mellon University for the operation of the Software Engineering Institute, a federally funded research and development center.  
  
Any opinions, findings and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the United States Department of Defense.  
  
NO WARRANTY. THIS MATERIAL IS FURNISHED ON AN “AS-IS” BASIS WITH NO WARRANTIES OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, WARRANTY OF FITNESS FOR PURPOSE OR MERCHANTABILITY, ANY WARRANTY WITH RESPECT TO FREEDOM FROM PATENT, TRADEMARK, OR COPYRIGHT INFRINGEMENT, OR THIRD PARTY INTELLECTUAL PROPERTY RIGHTS.  
  
[Distribution Statement A] This material has been approved for public release and unlimited distribution. The United States Government has Unlimited Rights in this material as defined by DFARS 252.227-7013.

The text and illustrations in this material are licensed by Carnegie Mellon University under a [Creative Commons Attribution 4.0 International License](https://creativecommons.org/licenses/by/4.0/).

The Creative Commons license does not extend to logos, trade marks, or service marks of Carnegie Mellon University.



TSP Weekly Team Meeting - Script WEEK

|  |  |
| --- | --- |
| Purpose | To plan and conduct the weekly team meetings  These meetings are held to ensure that all team members understand current project status and know what to do next. |
| Entry Criteria | All team members have provided the planning manager with  updated task and schedule plans  development, role, and risk status and plans  The planning manager has updated the project plan  Forms: MTG, WEEK  Specifications: NOTEBOOK, ROLE, STATUS |
| General | The meetings are scheduled at a standard time every week.  All team members should regularly attend. |

|  |  |  |
| --- | --- | --- |
| Step | Activities | Description |
| 1 | Meeting Roles | The team leader typically leads the meeting (script MTG). |
| 2 | Meeting Agenda | Review the meeting purpose and agenda and select the roles.  Check for any changes in the purpose or agenda. |
| 3 | Manager's Report | The team leader opens the meeting with a brief summary of any new developments or issues. |
| 4 | Role Report | The team members review their assigned role responsibilities and the status against each (specification ROLE). |
| 5 | Goal and Risk Reports | At a minimum, goals and risks should be discussed biweekly on an alternating basis.   * Goal reporting: Each responsible team member reports on status against team goals. * Risk Reporting: The team members review status and changes in their assigned risks since the last report, and highlight any impending flag dates and required actions. |
| 6 | Project  Status | Each team member reviews his or her progress and status.   * actual versus planned tasks completed in the prior week * actual versus planned earned value and hours spent   The planning manager summarizes the team progress and status.   * actual versus planned team earned value and hours spent * current earned value projection to complete |
| 7 | Next Week Plans | Each team member summarizes tasks planned for the next week and any special dependencies.  The team leader reviews expected issues or actions.  The team sets task, hour, and EV goals for the next week. |
| 8 | Meeting Wrap-up | The team leader checks that all needed items have been covered.   * All engineers have reported their project status. * All risks and roles have been reported on. * Any newly identified risks have been evaluated and assigned. * Any other agenda topics are covered. |

*Continued on next page*

|  |  |  |
| --- | --- | --- |
| Step | Activities | Description |
| 9 | Meeting Conclusion | The team leader asks if there are any further comments.   * confirms the meeting decisions and planned actions * agrees on topics for the management and customer meetings (specification STATUS) * asks for any suggested improvements in the meeting process |
| 10 | Meeting Report | The recorder and team leader produce the meeting report (form MTG).   * planned versus actual hours and earned value * risks requiring management attention and why * any decisions, planned actions, or other key information |

|  |  |
| --- | --- |
| Exit Criteria | The completed WEEK and MTG forms are filed in the project notebook. |