STUDENT | A | KEEP PRIVATE

Open the meeting

BEM1 | First meeting | Organiser and chair

Read this with the shared agenda. Do not show it to your partners. Ask for everyone’s information before choosing.

1. Read your information

Your aim: everyone attends the welcome event.
The trainer: one of the 15 people. They cannot attend on Tuesday. They can attend on Thursday at 14:00.
Time limit: the event must finish within 60 minutes. The creative workshop cannot be shortened.
Your action: send the invitation by Wednesday at 12:00, after B and C confirm the practical arrangements and booking.

2. Prepare and speak

An important fact to share and a question to ask:

We need to choose ... What do you suggest?
B, what do we need to check?
C, does that fit the budget?
I can see the advantage, but ...
Before I send the invitation, who will confirm ...?

Invite both partners to speak. Give your own view too. You can ask for repetition or take a short pause. A good meeting is a shared decision, not a speech from the chair.

3. Write before comparing

Our activity, day, time and reason:

Who does what, by when, and what still needs checking:

Compare with your partners. Confirm or correct the plan. Keep this page for the supported retry. Your teacher will give new role information later.