

Meeting with <NAME>

About me

<Write a brief introduction about who you are, why you're excited about the project, and what your skills are>

About you

- Tell me about yourself.
- What are your goals in the TTRPG world?
- <Depending on the length or complexity of the project, you might want to ask about their working hours, if they prefer particular communication styles, or any other information about how they like to work, etc.>

Basic Project Goals

- What do you hope to get out of the project?
- <Make a succinct pitch for your project goals. Focus on what kind of team and culture you're creating among collaborators.>

Expectations

- <Go over responsibilities and any expectations. This should include expectations about **how** collaborators will do their work if you have them. For example:
 - All writing will be submitted as Microsoft Word documents
 - All communication will happen over Discord, collaborators are expected to respond within 2 business days to any Discord messages>
- <Go over project deadlines>
- <Go over compensation>
- Given the expectations and deadlines above, are there any time commitments or general commitment questions or concerns for you? Is there anything about your schedule I should note?

Who's involved

- <Explain who else is involved in the project.>

Other questions, things to note

- What is your time zone?
- <Are there any questions you should ask all collaborators that weren't already covered?>
- <Are there any major decisions that haven't been made that you should mention? If so, share what's going on with decision-making and give a date by which the decision will be made>
- Do you have any questions for me?

Next Steps

- *<Explain what they need to do to fully commit to the project. This will usually involve giving them a few days and signing a contract. **Give them a deadline to decide by.**>*
- *<Explain what to expect after they sign the contract>*