

Lambda School Project Manager Team Meeting Overview and Checklist

The last hour of scheduled class time should be spent in teams, and should consist of two separate parts: **standup reports**, and **advisory activities**. Use the checklist and details below to run a successful team meeting each day.

As the Project Manager, one of your roles is to make sure that teams:

- Share understanding of goals. That means that every student understands the objectives for the day, and made progress on each.
- Share problems and improvements. Team members should help each other when someone encounters a problem or discovers a better way of doing something.
- Identify as a team. Every student should have a safe, comfortable environment where they are included and respected. Build a culture of professionalism, accountability, hard work, and fun in your standup.

In your efforts to do so, use the following checklist for your Team Meetings:

4:00 - 4:15 - Standup reports

4:15 - 5:00 - Advisory activity

Before Zoom

- Choose appropriate advisory activity
- Start Zoom and invite team

During Zoom

- Team standup reports
- Run chosen advisory activity
- Remind students to submit GeekBot

After Zoom

- Review GeekBot submissions
- Address urgent issues
- Make a plan to address other issues

Standup

During daily standup, your entire team should meet for a quick status update, answering the following three questions:

- 1. What did I accomplish today?**
- 2. What do I still need to finish before tomorrow?**
- 3. What obstacles are in my way?**

Your job is not to solve blockers immediately. Acknowledge them, tell the students you'll help come up with a solution. Write them down. You should address the concerns after standup reports are finished.

Here are a few steps for addressing the concerns:

- Try to determine the root of the problem
- Identify a short-term solution to get students through tomorrow
- Plan a long-term solution that addresses the root of the problem
- Present the plans to the student
- Follow up regularly according to the plan

Advisory Activities

The rest of your team time should be spent on a productive, team-building learning activity. Here are your primary options:

Group code review

- Have one student share their code
- As a group, follow the Code Review checklist

Pair code review

- Assign pairs to follow the Code Review checklist

Open Q&A

- Invite open questions about the day, week, or otherwise

Instructor Q&A

- Invite an instructor to come do an open Q&A with your class
- Consider combining with one or two other groups when doing this one so instructor time can be distributed

Brown Bag presentations

- Every student should present at least one brown bag during their time at Lambda School
- You may need to pre-assign the brown bag, and follow up with the student to help ensure a positive experience

Alternate between the activities to keep the time fresh, and expose your team to the different opportunities there.