



# **FIRST**® *in Florida*

*Inspiring Florida's Youth to Excellence in Science & Technology!*

***FIRST in Florida Best Practices Library***

## Sample Team Meeting Agenda

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Meetings can be held once a week or more. FRC teams, with their short six week season, can meet daily for several hours a day. Jr. FLL teams might just meet for 30 minutes once a week. A good rule of thumb for meetings, for almost all ages is:

**Housekeeping/Admin - 15-20 minutes** – Start with a project timeline, planning backwards from the first competition date, and help team members set milestone dates. During the admin portion of each meeting, do a status check and set reasonable team goals for that day. This is the time to field most questions, concerns and ideas.

**Build & Project time – 2-5 hours**, or more, if it's an FRC team. This is the meat of the meeting, and it can be helpful to have team members work in smaller groups of 3-5 students on different aspects of their build or projects. A team historian is also important, helping document the team season with photos and video.

Having an adult on hand for each group helps keep things on track and moving forward, but it's important that the students do the work, and adults serve primarily in an advisory or learning guide capacity.

Snacks are also an important part of the Build & Project time, and a vital part of strengthening the team through the community building act of eating together. Plan to have a lot of food on hand! Robotics teams fuel their creativity and learning with voracious appetites!

**Wrap Up – 30 min. to 40 min.** – This is the time to teach responsible use of library facilities (and any facilities, really) and respect for those who will use spaces after the students.

Making this a routine part of every meeting helps keep materials accounted for and spaces organized and clean.