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Define Team Goals and Roles

Launch Meeting Two - Exercise

TSP Team Member Training  
Software Engineering Institute

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Define Team Goals and Roles

Launch Meeting Two - Exercise

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| **Introduction** | It is now Sunday. You, your brothers and sisters, and your grandfather and grandmother are sitting around the dining room table to discuss your grandfather’s goals for the family reunion.[[1]](#footnote-1) |

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| **Meeting 1**  **outcomes** | You asked your grandfather to describe his goals as well as constraints for the family reunion.  Here are the notes from your meeting:   * Grandfather wants this to be a two-day event. He says that it would be great if we can get a facility with overnight lodging. Maybe a retreat center or campground with cabins or something like that. * The reunion needs to occur during the summer when the kids will be out of school. He would like to have it during a comfortable time of the summer. * Of course, there needs to be a lot of fun things to do during the two-day event. These should be outdoor activities as much as possible. But, it could rain and so indoor activities need to be planned, just in case. * Family members are spread across the country. We have many of the home addresses for family members and also some email addresses, but not all of them. However, it’s important that *everyone* in the family is invited. * Grandfather wants this to be as convenient as possible for traveling members of the family. So, we need to provide information about hotels and restaurants and activities in the area (in case family members arrive early for the reunion, or want to stay longer than the two-day event). * Grandfather saw one of those genealogy software commercials on TV the other day. He said it would be really great if we could put together a family tree (going back in time as far as possible). He wants to have something really creative put together. Maybe a slide show or an album of photos and old documents. He thinks that Uncle Ray has a bunch of old family memorabilia that we could put on display. * We should all get some “family reunion” T-shirts. Something with a nice design and our family name on it. |

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| **Meeting 1 outcomes, cont.** | * Since we’ll want to be outside a lot, we should get some outdoor canopies and lawn chairs and some tables. Grandpa said, “Something comfortable … for us old folks to sit in.” * We’ll want some photographs of the two-day event. And certainly a group photo. * We need to get in touch with family members as soon as possible. Many people make summer plans early in the year. So we need to do that soon. * Grandfather is willing to spend up to $5,000 on the event. But he can’t go over that amount. So, the facility, food, entertainment and whatever else will need to come out of that amount. |

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| **Meeting 2 scenario** | In this exercise, your group is playing the role of the family team (that is, the three brothers and two sisters) that is planning the family reunion.  You will simulate Launch meeting #2, *Define team goals and roles.* |

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| **Instructions** | |  |  |  |  | | --- | --- | --- | --- | | Step | Description | | Duration | | 1 | Form into groups as directed by your instructor.  Assign a facilitator, time keeper, scribe, and spokesperson. | | 5 min. | | 2 | Read the TSP scenario description and the Meeting 1 outcomes that are listed on the previous page. | | 5 | | 3 | Develop a set of team goals based on the *Meeting 1 outcomes* section above. (These are essentially the grandfather’s goals.)  The goals that you develop should be SMART (specific, measurable, attainable, relevant, and time-bound). | | 10 | | 4 | Identify team management roles that are relevant to this particular context. Write and describe responsibilities of each role. | | 9 | | 5 | The spokesperson organizes flipcharts for presenting to the class. | | 1 | | *Total* | 30 min. | |

1. The TSP Launch Scenario document describes the background for this exercise. [↑](#footnote-ref-1)