

PROJECT NAME

Give your project a cool name. Example: *Shot-Zen*

*/*Replace the bigger text above with your own*/*

DIRECTION

Clearly explain the idea of your project and how this will happen. Example:

An online generator will randomly group everyone on the team into pairs of two for one-on-one meetings.

*/*Replace this text with your own*/*

MEETING

Clearly explain how the meetings will be organised. Example:

Every pair have to pick their own time for a meeting during the week.

*/*Replace this text with your own*/*

DURATION OF THE ACTIVITY

Set up a time period for the full activity - from sending the brief to submitting the feedback.

Example: *7 days*

*/*Replace this text with your own*/*

DURATION OF THE MEETING

Set up a time for the meetings. Example:

30min / 15min each person.

*/*Replace this text with your own*/*

DISCUSSION TOPIC

Set up a topic for the project or additional notes. Example:

Talk about 1 thing that you are good at & One thing that you need to improve.

*/*Replace this text with your own*/*

DEADLINE

Pick a date until the activity must be finished. Example:

22.09.2019

*/*Replace this text with your own*/*

FEEDBACK

Choose a platform/method of feedback submission and explain where and why the team must submit their feedback. Set up a deadline for the feedback submission form. Example:

After each meeting, we all have to fill in a feedback form in order to track our progress and understand more about each other. The form has to be submitted by 29.07.2019 - [Fill in your feedback here.](#)

*/*Replace this text with your own*/*

ADDITIONAL NOTES

Add more explanation about the activity if needed. Example:

See the team generator here: <https://www.jamesbaum.co.uk/team-generator/>

Team 1

- *Team member 1*
- *Team member 2*

Team 2

- *Team member 3*
- *Team member 4*

Team 3

- *Team member 5*
- *Team member 6*

Team 4

- *Team member 7*
- *Team member 8*

*/*Replace this text with your own*/*