

# Team Meeting Rubrics

Use SPACER meeting concept (used by Honeywell)

**S - Safety:** Team member shares safety tip with team. As with all things, safety is first. If you will be visiting the shop floor you may offer up tips to ensure everyone stays safe (please wear safety glasses, etc.). If the meeting or training session is inside a conference room the safety discussion may entail what to do if there is a fire alarm, where the toilets are, etc. Please do not ignore safety or make light of it.

**P – Purpose:** State the purpose of the meeting. How many times have you been invited to a meeting where you show up and ask, “What’s this meeting about?” If you answered “never” you live a blessed life. During this part of SPACER we simply explain what we are here for.

**A – Agenda:** Set the agenda for the meeting. No matter if you are holding a 1 hour meeting or 5 day Black Belt training session you need to let the participants know what the agenda is. You don’t necessarily need to go into great detail with this (unless you want to) but be clear enough that people know what to expect. If the meeting has a definite time limit, then time should be allocated to each agenda item.

**C – Code of Conduct:** State the CoC for the meeting. Ever been in a meeting where half the people are on their BlackBerry’s or people are having side discussions disrupting the rest of the room? Talking about the conduct of the meeting is a great opportunity to proactively zap this. It is recommended that you allow the class or meeting participants come up with their own rules. If the meeting is going to be longer than 1 hour you should also note these rules down on a flipchart. Finally, the group should agree to some type of signal if they notice people breaking the conduct rules. This may be as simple as knocking their knuckles against the table.

**E – Expectations:** What are the expectations of the team members? What is to be achieved? Allowing people to express their expectations can be a powerful tool. Just like conduct, writing the expectations down on a flipchart is very important for extended meetings.

**R – Roles:** Assign a team member to each of the following roles:

1. *Facilitator* – the meeting leader (ensures objectives of SPACER are met and prompts team participation)
2. *Recorder* – takes the official notes of the meeting that are later turned released as minutes and action items
3. *Observer* – observes the progress of the meeting to ensure that it is adhering to the SPACER that was laid out. OPTIONAL
4. *Scribe* – writes notes on the white board or flipchart, etc. that can be viewed by the entire team
5. *Timekeeper* – makes sure that the team keeps to the time allocated for the agenda items to make certain the meeting does not get bogged down (without team consensus to change the purpose and agenda of the meeting). Timekeeper should inform the Facilitator as time limits approach, so that the discussion can be wrapped up.

## ACTION ITEMS

All important decisions and rationale made during a meeting should be recorded. Include concepts that were considered but discarded with rationale. List all action items, which will be assigned a unique Action Item number and should be tracked with the following information:

1. *Tracking Number*, e.g., AI-F17-P5-001 (Action Item-Fall 2017-Project 5-number 1)
2. *Source* – where did the AI originate, e.g., TM03 for team meeting #3, or PDR for Preliminary Design Review
3. *Assignee* – to whom is the AI assigned (team leader if to a team)
4. *Date Due*
5. *Resolution* – state how the AI was resolved
6. *Status* – give the current status of the AI: OPEN, CLOSED, or WITHDRAWN
- 7.

Tracking #	Source	Action	Assignee	Due	Resolution	Status
SSR-ECF-12	SRR	Check where more GS antennas are needed to have contact with LEO-1 in its first orbit	Trevor	7/15/2009		OPEN
SSR-ECF-14	SRR	Need to describe techniques LEO-1 will use to mitigate radiation effects (SEE) or RAM & memory (i.e., EDACS or equivalent)	Byron	7/15/2009		OPEN
SSR-ECF-30	SRR	Quadriplanar antennas require holes in ground plane. What is the requirement on mounting that plate on the S/C structure? Might have leakage back into the internal S/C structure.	Jason	7/15/2009		OPEN
SSR-ECF-31	SRR	Clarify requirements for encryption of DoD payloads (Mark Franz says DoD payloads require encryption - software encryption not allowed by NSA)	Byron	Dec. 16	Mark Franz determined it's not needed because our payloads are not downlinking data through the Telecom	CLOSED
SSR-ECF-32	SRR	a) Check GSD of imaging system	Jason	Dec. 16	Done for PDR	CLOSED
SSR-ECF-36	SRR	b) 79 deg. FOV is very wide, especially given 1024 x 1024 pixels	Jason	Dec. 16	Done for PDR	CLOSED
SSR-ECF-41	SRR	Check integration time of camera versus movement of S/C	Trevor	Before PDR		OPEN
AI-09-001	Team Meeting Minutes (TMM) 01	The schedule is very aggressive for a new development and most likely not achievable	Jason	2/11/2009	Report made at 2/11/09 team meeting	CLOSED
AI-09-002	TMM-01	Revisit lens to be used on the cameras and report at the team meeting.	Byron	2/25/2009	a) Report on shielding made 2/25/09 team meeting b) use 3.175mm AI as baseline	CLOSED
AI-09-003	TMM-01	a) Calculate the shielding provided by the avionics boxes for different thicknesses of aluminum and b) provide a recommendation.	Jason	2/4/2009	Incorporated in the new Interfaces Working Group	CLOSED
AI-09-004	TMM-01	Set up an RDAQ Working Group that contains all of the subsystem leads that will be interfacing with RDAQs including Flight Software.	Lead Engineers	2/4/2009		CLOSED
AI-09-005	TMM-01	Determine your development schedule and ability to meet milestones.	Lead Engineers	2/4/2009		CLOSED
AI-09-006	TMM-01	Provide a list of the deliverables needed for PDR and plan to complete them (schedule and resources).	Trevor	2/4/2009	Trevor, lloyd & Carole held telecon with Stevan Spremo on 2/5/09 and he provided information about their RW	CLOSED
AI-09-007	TMM-02	Contact NASA Ames about getting the specifications, blueprints, and schematics for their CheapSat reaction wheel and controller.	Trevor	2/11/2009	This document	CLOSED
AI-09-008	TMM-02	Combine the relevant action items from the SRR with the AIs resulting from these minutes into a definitive project action item list.	Jason	2/11/2009	Replaced by other Action Items	WITHDRAWN
AI-09-009	TMM-02	Perform and present the results of analysis of the nadir and zenith imagers considering such factors as focal length, integration time, orbit speed, FOV, obstructions, etc.	Jason	Pre-PDR	Done for PDR	CLOSED
		Develop a set of derived requirements (including the one above) to help specify the equipment required by the imagers (e.g., lens) and their performance.				