PROGRESS TEST 2 – MEETINGS

PART A: LISTENING

Task 1: Listen to a talk about how to end a meeting and fill in the blanks with NO MORE THAN TWO WORDS

Breaking up a good meeting with a healthy debate, many new ideas and openness among attendees can waste your effort. Therefore, you need the right words for a proper ending. First, save (1)_____of the meeting time for the conclusion instead of 5 minutes as planned to review the agenda items and restate the outcome. Next, make sure to assign a person for every (2)_____and a deadline. Then, agree on what to be communicated about the meeting including the (3)_____and anything that shouldn't be shared then. Finally, do a quick assessment on the (4)_____of the meeting for 60 seconds. The most important thing is to say (5)_____to reinforce good behaviors. Remember to spend proper time on the ending to do a quick review, information alignment and evaluation.

Task 2: Listen to the meeting between Alice, Matthew and Stanley and complete the key action points WITH NO MORE THAN TWO WORDS

To: Project team

Subject: Factory in Indonesia

As you know, we are going to build a factory in Indonesia next year. The project will involve a lot of organisation and planning, so we had a meeting with Stanley Dongoran, our Indonesian partner, yesterdayto discuss the next stages. Here are the key action points which resulted from the meeting.

KEY ACTION POINTS

- get licence from Indonesian (6) _____Board
- visit Indonesia (7) _____
- open (8) _____
- choose good (9)_____for factory
- (10)_____the business premises
- organise other necessary (11) _____
- interview candidates for (12)_____position
- book (13)_____and accommodation - Matthew by tomorrow

Please note that there will be a full team meeting next Monday. We expect everyone to attend.

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Task 3: Listen to the recording and answer the questions

14. How long does she expect the meeting to take?
15. How often will the meetings take place?
16. What time will the meeting start?
17. What is the ball for?

PART B: READING

Reading 1: Read the text and answer the questions with NO MORE THAN THREE WORDS.

Product development: The Kick-Off Meetings

When it comes to meetings, there are six main types to include in the product development process. They are usually held between a proper mix of external (client/management team) and internal (management team/development team) stakeholders. The first meeting in product development is a kick-off meeting. This meeting comes after initial discussions and negotiations where the client and company agree to work together.

It is crucial that all internal and external stakeholders present at the kick-off meeting so that the client, management team, and development team can align their goals and objectives, and ask their questions directly to the people who have the answers.

The results of this first meeting can influence the outcome of the project greatly. If the kick-off meeting is successful, the teams will embrace the project's objectives, get inspiration and motivation, and begin to plan the project.

It is important to note here that a project may need multiple kick-off meetings to make sure every team member is completely engaged with the project, all of the stakeholders fully understand the details and requirements, and all of the main goals to be achieved are set.

In order to make the most of the kick-off meeting, here are 5 topics to cover:

+ Introduce stakeholders (client's team, management team, development team) and identify the project's team members and their responsibilities;

+ Identify the project's main objectives and expected outcomes (such as the purpose of the project, the target users, and any other general aspects);

+ Establish and analyze project requirements (ensure that the objectives are achievable);

+ Discuss questions that arose while establishing the specifications of the project (gather additional details in areas which are still vague or unclear);

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+ Establish the functionality of the project, dividing it into manageable stages and, therefore, forming an approximate schedule for project completion.

As mentioned above, it may take more than one kick-off meeting with all stakeholders to fully cover these 5 topics. As a result of the kick-off meeting(s), the client should have a reasonable idea of how long the project will be completed and the management and development teams should have an initial list of tasks to begin working on.

The first meeting in a product development project is the kick-off meeting between the (18) _____ stakeholders to agree on the goals and objectives and clarify any unknown point. The results of this meeting help stakeholders identify the (19)_____, be aspired and motivated, and start the project planning phase. There are five topics (stakeholders, objectives and (20)_____, project requirements, project-specification-related discussion and project functionality) which are likely to be fully discussed in more than one (21)_____. After this phase, the customers will know the expected project time frame and the management and development teams will have a (22)_____that they will work on first.

Reading 2: Read the following passage and do the following tasks

Product development: Meetings during the project

The Technical Meeting

Technical meetings are very important in developing a product. They are usually internal meetings within the development team. In these meetings, the team members will share their opinions of how to implement atask and decide the most possibly efficient way to do it. There are three main topics normally included in a technical meeting: identifying all relevant technical details, concerns, or uncertainties, consulting more experienced developers for outstanding technical details or issues, and identifying the best solution to more complex features.

Technical meetings help figure out the best solutions to use when building complicated features of a product. These meetings can also help development teams save time and saving the client's money.

An effective technical meeting should provide development teams with clear direction in how to move forward on a project, and implementing difficult features effectively and efficiently. They should be held as often as necessary with the appropriate team members.

The Daily Meeting

Many companies hold a daily meeting to get updates on progress and align team member goals. Generally, these meetings should be short (no longer than 15 minutes) and should be used as a daily check-in to ensure that projects are running smoothly. A daily meeting allows teams to evaluate the status and progress of a project, while also allowing them to quickly identify, neutralize, or even predict possible problems within the shortest amount of time. In a daily meeting, each team member shares what tasks they worked on or completed the previous day and briefly outlines their plan for the following days. Besides, this is also the

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opportunity for team members to identify any problems that may have appeared.

As a result of the daily meeting, team members and team leaders will have a very good idea of the status of the project, as well as any potential issues that may arise

Answer the questions with NO MORE THAN TWO WORDS

23. Beside the developer's time, what can be saved thanks to technical meetings?
24. What is the maximum length of a daily meeting?
25. Beside the project status, what do team member know after daily meetings?

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