PROGRESS TEST 5 – MEETINGS

PART A: LISTENING

Task 1: Listen to the meeting and answer the questions with NO MORE THAN THREE WORDS

1. What has John Gates asked Victoria to do?
2. What was distributed to each attendee on Monday?
3. When did people make small talk during the coffee break?
4. What is going to take place next January?

Task 2: Listen to a discussion among Yumiko, Paulo and Rachel and answer the questions with NO MORE THAN THREE WORDS and/or a NUMBER.

1. What is the solution to the new project planning?
2. In which month can they finish the plan for their new project?
3. Who can make parts at an affordable price?
4. What problem do they have with the online invoicing system? The
5. What is the deadline for fixing online invoicing system?

Task 3: 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 license from Indonesian (1) _____board
- visit Indonesia (2) _____
- open (3) _____
- choose good (4)_____for factory
- (5)_____the business premises

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- organise other necessary (6) _____
- interview candidates for (7)_____position
- book (8)_____and accommodation - Matthew by tomorrow

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

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);

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

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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 (1) _____ stakeholders to agree on the goals and objectives and clarify any unknown point. The results of this meeting help stakeholders identify the (2) _____ be aspired and motivated, and start the project planning phase. There are five topics (stakeholders, objectives and (3) _____ , project requirements, project- specification-related discussion and project functionality) which are likely to be fully discussed in more than one (4) _____ After this phase, the customers will know the expected project time frame and the management and development teams will have a (5) _____ that they will work on first.

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

Product development: Meetings during the project

The Planning Meeting

The kick-off meeting is followed by the planning one. No matter what methods are used for product development, planning is still critical. During the kick-off meeting(s), stakeholders will take a look at the whole project and divide it into approximate phases. In the planning ones, these are broken down into more specific stages. The management and development team members should set up a planning meeting to establish appropriate stages and timelines. To be more specific, they identify the goals, deadlines and tasks that must be completed by the end of each stage, and decide a date to illustrate the product to the stakeholders.

The Planning meeting is mostly done by internal stakeholders (management team/development team), but it is still important to keep the external stakeholders (the client) informed of the progress to ensure that the project is on schedule.

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 a task 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

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uncertainties, consulting more experienced developers for outstanding technical details or issues, and identifying the best solution for implementing 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 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.

A. Identify what people do in each meeting. Write PM (planning meeting), TM (technical meeting) or DM (daily meeting) in the blanks.

In this meeting…

1. participants set up goals for a stage in the project.
2. team members assess the project progress.
3. participants decide the best way to work on more complex features.
4. team members agree on the deadline to show the product to the stakeholders.
5. participants share their ways to implement a task.

B. Answer the questions with NO MORE THAN TWO WORDS

6. Who commonly do the planning meetings?
7. In technical meetings, from whom do the development team seek advice with special technical problems?
8. Beside the developers' time, what can be saved thanks to technical meetings?
9. What is the maximum length of a daily meeting?
10. Beside the project status, what do team member know after daily meetings?

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PART C: WRITING

a. **You asked your assistant to write a reply.** Read the following email. There are four spelling mistakes in the email. Can you find them and correct them?

Dear Mario

Don't worry about canceling the meeting. I'm afraid I can't do the 23rd becuase I'm going to a confrence that week. I'm back on the 25th so do you want to meet then? If that's not conveniant for you, what about the 27th?

See you soon

Fred

b. **Read the part of** a letter from Mr. Jacobs, one of your company's clients.

I'm extremely sorry, but I'm going to have to cancel our meeting next Wednesday. An urgent matter has come up in the factory. Could we reschedule the meeting for the week after? On the 8th? I apologise if I've caused any inconvenience.

Write an email to Mr. Jacobs: (about 30-40 words)

- Thanking him for his email
- Explaining why you can't meet on the 8th
- Suggest two possible dates

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