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Preparing for the day 2

- Meeting the client & roles in the meeting
- Common mistakes in the meeting (group discussion)
- Guideline 1: About the Organization (useful for the Project Plan)
- Guideline 2: About the Project (useful for the Project Plan)

Day 2: **Bootcamp Kick-off Day** Tue 29.11.2016 13-17 Aalto Design Factory, Otaniemi

Agenda

13.00–13.05 Welcoming, Professor Markku Salimäki

13.05–13.15 Objectives of Industry Project, Anna-Mari Saari & Ilona Törmikoski

13.15-14.30 Introduction of the Companies, Ilona Törmikoski

-5 minutes per company on the stage

-Dividing to Industry Project Team spaces

Take the coffee with you and go with your team to appointed space.

14:30-17:00 Briefing of the companies- Note! Use the Guidelines delivered in the team building day

-Guideline 1 & Guideline 2

Before meeting the client

- Agenda: send it before hand to adjust with client's agenda
- Do the materials before hand and print & make show
- Roles in the meeting & manuscript of the meeting
 - Make decision together before hand, which roles you need?
 - Important! Change the roles in meetings that everyone can have at least one role.
 - For example
 1. Contact person: organizes the meeting with client, takes care of client and meeting place, delivers documents, asks feedback
 2. Main speaker: Who guides the meeting, keeps agenda and time table
 3. Interviewer: Asks questions
 4. Budget owner: Introduces budget and keeps up the records
 5. Secretary: writes memo, very important task, documenting

Meeting the client

- Make the meeting as pleasant to the client as possible
- Bring something to eat, drink or - to touch - or to tell about - to relax
- In the first meeting, presentation of the team, people by people, skills and roles
- Presentation of the Agenda and Timetable
- Present things clearly and in good order
- Do not jump from the issue to other
- Write memo all the time when presenter/client speaks

Common mistakes in the meeting? (Group discussion)

Guideline 1: About the organization (useful for the Project Plan)

Guideline 2: About the Project (useful for the Project Plan)

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