

Orientation Meeting – Business Presentations
Interview and Roundtable Team
15 Minute Meeting During Business Communication Class Time
BCOM Meeting Rooms

Opening – 3 Minutes

- Greeting/Purpose – Assigned Leader
- Establish Roles – Facilitator, Recorder, Timekeeper
- Preview Today's Agenda and Adjust as Needed – Facilitator

Discussion – 10 Minutes

- Introduce Yourself – Name, Major, and Career Interests
- Review Interview and Roundtable Project - Facilitator
- Brainstorm Possible Interview Themes/Topics – Roundtable Members
 - Job Responsibilities
 - Typical Work Day
 - Educational Preparation
 - Typical Entry-Level Salary and Benefits
 - Possibilities for Advancement
 - Advice Based on Your Experience
 - Others
- Discuss Possible Team Questions
- Discuss Any Other Business

Closing – 2 Minutes

- Summarize Today's Progress and Action Statements – Facilitator and Recorder
- Announcements
 - Next Meeting
 - Post Summary of Meeting in Team's Discussion Forum
 - Other Announcements