

FASHION FOR YOUR FUTURE ENTREPRENEUR PROJECT

Starting Your Own Business

Manager Information

Agenda: A weekly plan for your group. Without a plan, the group will be lost.

How to set an agenda:

Consult the group to keep them involved in decisions. Build on strengths of group members.

Use the calendar to keep track of important deadlines and presentations.

Check the rubric for tasks you can do.

Keep communicating! Keep morale up!

Sample agenda:

Week 1 Goals					
GROUP	JEN (MARKETING)	STEVE (BUYER)	ANA (DESIGNER)	LAURA (FINANCE)	LOIS (MANAGER)
Brainstorm item ideas and choose one	Get a binder	Make prototype sketch on the computer	Bring materials in to make prototype	Create dividers for each binder section	Take attendance and keep a progress journal
Come up with group name and logo	Select or create a logo on the computer	List materials needed to make 1 item	Make the prototype	Bring in inventory and money boxes	Get prototype, logo and group name approved
Assign binder sections	Make a cover sheet for the binder	Work on sequence of events for item	Take a photograph of the prototype	Set up and save an inventory worksheet	Review the calendar and rubric to prepare next week's agenda
Share contact information	Set up and save index page on the computer		Write a shopping list for Lauren	Collect all start up money	Keep up morale and help where needed
Bring \$5 start up money				Buy items over the weekend	
Compliment someone's work at least twice per class					

Attendance: Each manager must keep a daily attendance sheet.

*Keep a record for each student.

*List what each person did and if they met group goals.

*At 4 absences, make Mrs. Croft aware and call the student. Remind them they will be removed from the group after 5.