Pre-project Checklist

- [ ] Clearly understand the course objective and mandate. Check with Professor if needed.
- [ ] Contact client as soon as possible to set up a meeting. If working in a team, delegate one person. Be flexible with your time.
- [ ] Arrange a meeting room on campus with the EL coordinator, if applicable.
- [ ] Plan an organizational visit with the client (if not at the same time as the meeting.)
- [ ] Prepare initial meeting questions.
- [ ] Confirm meeting time with client 48 hours prior. Send directions, parking pass (if on campus), etc.
- [ ] Review the *Student Agreement* document to become familiar with it.

Experiential Learning in Business
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