Working with the client

Post-meeting Checklist

- [ ] With your team, summarize key issues, needs, resources, challenges, etc.
- [ ] Determine the mandate of the project and key deliverable(s) to the client.
- [ ] Within a week, fill the *Student Agreement* document. EL Coordinator may support, if needed.
- [ ] Once completed and signed, send it to the client for signature.
- [ ] Send a copy of signed *Student Agreement* to EL Coordinator.
- [ ] Create a tentative timeline for your project. Share it with your professor and client.
- [ ] Plan your time and future team meetings as early as possible.

Experiential Learning in Business
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