

Team Manager Season 2017-2018

Your team will meet multiple times during the DI Season. The number of meetings will depend on how much time there is until your tournament, ages and attention spans of your team, complexity of your team's solution, the amount of time you have in your schedule as the Team Manager, and the availability of your team members. This schedule was created using the most suggested meeting dates in the Roadmap. It uses the Monday of each week to help you keep track. You can meet with your team whenever it works best for you. You can modify to meet your needs or time restraints.

<i>Week Of</i>		<i>EVENT</i>	<i>Roadmap Page(s)</i>	<i>Other Materials Needed</i>
OCT 2	1 mtg.	Parent Meeting should be before your first team meeting to set expectations for the season. (Be sure to emphasize attendance importance and give all tournament dates now!)	Meeting agenda (p.22), interference contracts (p. 40)	Interference Contracts, Season Schedule (including all tournament dates), snack schedule (optional)
OCT 2, 9, 16, 23	1-4 mtgs.	Team Meeting – Decide on a Challenge	Meeting agenda (p. 23-25), instant challenge (starts on p. 43), team building activity (starts on p. 85)	You Tube Challenge Preview Videos, instant challenge materials, team building activity materials
OCT 27		TM Registration Forms Due		
OCT 30	2-6 mtgs.	Early Challenge Requirement Identification and Planning (Creating Skit and Exploring each Requirement Thoroughly)	Meeting agenda (p. 26), instant challenge (starts on p. 43), team building activity (starts on p. 85), challenge benchmarks (starts on p. 31)	Instant challenge materials, team building activity materials, Access to selected challenge
NOV NOV	4 18	TM Training Northwest Snow Date	9:15 – 1:30 p.m.	Hilda Barbour ES
		Does Your Team Have a Name?	Idea Generator (p. 73)	
NOV				
NOV 6, 13, 20, 27	2-6 mtgs.	Cont.'d from OCT - Early Challenge Requirement Identification and Planning (Creating Skit and Exploring each Requirement Thoroughly)	Meeting agenda (p. 26), instant challenge (starts on p. 43), team building activity (starts on p. 85), challenge benchmarks (starts on p. 31)	Instant challenge materials, team building activity materials, Access to selected challenge
DEC 4	2-6 mtgs.	Cont.'d from NOV - Early Challenge Requirement Identification and Planning (Creating Skit and Exploring each Requirement Thoroughly)	Meeting agenda (p. 26), instant challenge (starts on p. 43), team building activity (starts on p. 85), challenge benchmarks (starts on p. 31)	Instant challenge materials, team building activity materials, Access to selected challenge

DEC 11, 18	3-6 mtgs.	Finalizing Planning and Beginning to Create the Solution (Creating Requirements, Costumes, Props, Backdrops)	Meeting agenda (p.27), instant challenge (starts on p. 43), team building activity (starts on p. 85), challenge benchmarks (starts p. 31)	Instant challenge materials, team building activity materials, Access to selected challenge
JAN	5	Deadline Team Registration		
JAN 1,8,15, 22	3-6 mtgs.	Cont.'d from DEC - Finalizing Planning and Beginning to Create the Solution (Creating Requirements, Costumes, Props, Backdrops)	Meeting agenda (p.27), instant challenge (starts on p. 43), team building activity (starts on p. 85), challenge benchmarks (starts p. 31)	Instant challenge materials, team building activity materials, Access to selected challenge
MID JAN		Registration Confirmations Emailed to TMs		
2X/WK JAN 29	4-8 mtgs.	You will need to start meeting at least 2 times a week. Working on Solution (Finishing Requirements, Costumes, Props, Backdrops)	Meeting agenda (p.28), instant challenge (starts on p. 43), team building activity (starts on p. 85)	Instant challenge materials, team building activity materials, Access to selected challenge
END JAN		Appraiser Information E-mailed to TM's		
END JAN		Tournament packets E-mailed to TM's		
MID FEB		Regional Tournament Schedule E-mailed		
2X/WK FEB 5, 12,19	4-8 mtgs.	Cont.'d from JAN – Working on Solution (Finishing Requirements, Costumes, Props, Backdrops)	Meeting agenda (p.28), instant challenge (starts on p. 43),	Instant challenge materials, Access to selected challenge
MID FEB		Reminders will be emailed to Appraisers		
EVERY DAY LAST WEEK FEB 26, 27, 28	2-4 mtgs.	Preparing for Presentation at a tournament (Finishing Touches)	Meeting agenda (p.29), instant challenge (starts on p. 43),	Instant challenge materials, Access to selected challenge
FEB 3	Snow date 2/10	Appraiser Training Handley High School Winchester, Virginia	"HATS OFF TO THE NORTHWEST REGION!"	Bring paper hats
FEB	19	Be Sure Tournament Paperwork is ready		Rules of the Road contains Expense Report (p. 44) and Declaration of Independence (p.

				45); Challenge has the paperwork needed at the end of the challenge. Be sure to bring correct number of copies!
EVERY DAY LAST WEEK MAR 1	2-4 mtgs.	Cont.'d from FEB - Preparing for Presentation at a tournament	Meeting agenda (p.29), instant challenge (starts on p. 43),	Instant challenge materials, Access to selected challenge
MAR	3	Tournament – Handley High School	Winchester, VA	
MAR	4	Snow Date for Tournament		
MAR	24	DIVA State Tournament at Atlee HS	Mechanicsville, VA	
May	23-28	Global Finals		