1. **Introductions**
   1. Students - besides general introduction, maybe something about your co-op experiences and why the project interests you
   2. Coach
   3. Sponsor
2. **Project introduction.**
3. **Project Scope changes due to lack of game design students.**
4. **Project Concerns.**
5. **Additional team questions about the project.**
6. **Resources needed from sponsor, if any are known at this point**
7. **Mechanism and responsible personnel for communication between sponsor and team**
8. **Confirm meeting day, time, place, communication technology, if not face-to-face, for remaining meetings**
9. **Project agreements - students and coach sign; if sponsor can sign, make copies, give fully executed originals to sponsor, copy to each student and copies of all agreements to Senior Project Coordinator; if another officer of the sponsor's company must sign, sponsor takes originals and returns copies of fully executed agreements, student gets copy, Senior Project Coordinator gets copy of all agreements; RIT projects will be signed by Provost as an officer of RIT.**