

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.