

## Bimonthly Tasks for January: Weeks 1-2

60 pts each department leaders need to show evidence of completion on or before January 18th. Tasks completed early can be turned in and verified at any time. Divide the tasks up equally so that you can complete them all. All members of the department will receive the same task points. Some time outside of the office might be required to complete the following tasks and some tasks have noted deadlines that are due for competition before the 18th of January

### Chief Officers

#### Department Meeting:

Meet as a department and read aloud and discuss all tasks for the next 2 weeks. Fill in task sheet with names and who is responsible for each task and turn in a copy of this task sheet to administration as soon as possible. Note there will be no work points for the next two weeks, but will start up again January 22nd.

#### Task 1: Consultant Meeting:

As a team, both CEO & COO schedule and attend your bimonthly meeting with your consultant (your teacher). At this meeting we go over questions you might have about the tasks and discuss the things that are happening in the company.

\_\_\_\_\_ 5pts  
Chief Officers

**Evidence: Meet with your coordinator on Monday 1/7 or Tuesday 1/8**

\_\_\_\_\_ 5pts  
Chief Officers

**Evidence: Collect updated tasks sheet from each department and put into binder**

#### Task 2: Business Plan Preparation:

Review the California State guidelines with your team presentation found in the Trade Show Rubrics under Regional Business Plan. Finalize your revised presentation that will be used in state business plan competition. Make sure you develop a presentation that covers each of the required areas found in the rubric. The presentation should be bullet points and not a lot of heavy narratives. Convert the presentation to a PowerPoint file and make sure that the fonts and slide layouts are adjusted, as when you bring the file into PowerPoint it often changes the look. In addition, save the presentation in PDF and submit both files to Canvas and your Google Drive. Also, prepare (6 copies) the summary material packets for the judges and print. Make 6 copies of the presentation with 3-6 slides per page. If this can be printed at the print shop in color. It is preferred. These need to be submitted asap if the print shop will have time to do this.

\_\_\_\_\_ 5pts  
Employee responsible for this task

**Evidence 2.1: PowerPoint & PDF versions of presentation → Canvas January 1-2**

\_\_\_\_\_ 10pts  
Employee responsible for this task

**Evidence 2.2: 6 printed Business Plan Summary Materials: Teacher Signature \_\_\_\_\_**

#### Task 3: Business Plan Practice:

Use the completed presentation to practice the business plan presentation with your team as much as possible the week before the competition. We will be practicing Tuesday-Friday and the team should plan to practice those days. Each time you practice a full presentation you will receive 5 points if you get the teacher watching to sign this sheet.

\_\_\_\_\_ 5pts  
Business Plan team

**Evidence: 1st Practice: Teacher Signature \_\_\_\_\_**

\_\_\_\_\_ 5pts  
Business Plan team

**Evidence: 2nd Practice: Teacher Signature \_\_\_\_\_**

#### Task 4: Business Plan Presentation: Dress Rehearsal: see teacher for presentation time

Present the business plan presentation on Monday, January 14th (after school). You are expected to dress for this as if you were presenting at the state conference on Wednesday. Submit both PowerPoint and PDF versions of the Business Plan.

\_\_\_\_\_ 10pts  
Competition Team

**Evidence: Dress Rehearsal: Teacher Signature \_\_\_\_\_**

\_\_\_\_\_ 10pts  
Competition Team

**Evidence: Compete in Bakersfield**

**Note: if your team makes it beyond round one at the Bakersfield, all team members will get bonus points for each level they ascend.**

#### Task 5: Los Angeles Trade Show: Entries

Print the Los Angeles Exhibition competition materials and recruit the entry submissions for the event from your company. Complete the entry sheet is found on the VEI Task matrix under trade show rubrics. Submit the completed entry sheet with all employees responsible for the entry submissions.

\_\_\_\_\_ 5pts  
Chief Officers

**Evidence: Entry Sheet → Canvas January 1-2**