

Bimonthly Tasks for October: Weeks 1-2

60 pts - Each department leader needs to show evidence of completion on or before October 11th. Tasks completed early can be turned in and verified at any time. It is the responsibility of each department leader to make sure that this is done. All members of the department will receive the same task points. All late work will be worth 1/2 credit.

Chief Officers & Administration Department

Task 1: Consultant Meeting:

Both CEO & COO schedule a meeting with your consultant (your class facilitator) early in October. At this meeting we go over questions you might have and discuss the things that are happening in the company. This will help you generate your leadership agendas and effectively plan and run your meetings. These meetings should occur at the beginning of each week. Turn in a copy of this Task Sheet to the teacher at this meeting- Fill in task sheet with your names.

_____ **5pts** **October week 1** _____ **signed** **October week 2** _____ **signed**

Task 2: Incorporation and Company Business Plan:

Download the **Company Registration form** from the VEI Portal under **Submission Forms**. Decide on what type of incorporation model you will be for this company and completed that section Application for Incorporation. Use the **Incorporation link** found in the **Task Matrix** to work through the **Incorporation Wizard** found at that link and decide on which type of company you want to become. Using Google Docs, write a short rational why you chose that model share that with your Vice President of Communications so they can complete the company business registration. Turn the rational write up into Canvas.

_____ **5pts** **Evidence: Company Incorporation Rational → Canvas**

Chief Officers

Task 3: Regional Leadership Training:

Attend the regional leadership at the Orange County Department of Education on October 3rd. You will be bringing a team of your leaders to this event and the dress code is business professional. Make sure everyone has name badges for this event.

_____ **5pts** **Evidence: Permission Forms Collected and Attendance at the event**

Chief Officers

Task 4: Fountain Valley Business Exhibition:

You will lead all company employees as will be expected to attend this event on October 12th. The leadership team needs to decide what item/s it is going to sell and make a promotional flyer (art department) for event. In addition we will need to practice using the order form to prepare for selling at the event.(seniors or teacher) You will be given a table to decorate and represent your company. (marketing) One person will selected represent the company by presenting the company elevator pitch at the event. In addition, a work schedule needs to be created so people know what time they needs to work the table. Print this and put it on the company bulletin board. Post it in Slack so everyone can check the schedule on their phone.

_____ **5pts** **Evidence: Flyer designed, sales training and pitch person is** _____

Chief Officers

_____ **5pts** **Evidence: Work Schedule for the Mini Exhibition → Canvas**

Name of who is responsible

Task 5: Company Colors and Uniform:

Working with your digital media and art leaders review the company colors exercise together and develop a plan for company colors to be used for company branding and design concepts. Present your recommendation to your leadership team with a slide presentation showing color scheme. As an administration team complete the Company Inform exercise and select the choice for the company uniform and present that along with the company color recommendation

_____ **5pts** **Evidence: Company Color Exercise Completed and attached**

Name of who is responsible

_____ **5pts** **Evidence: Company Uniform Exercise Completed and attached**

Name of who is responsible

Task 6: Leadership Meeting - Company Leadership Decisions:

Working on the following tasks with members your leadership team and this might take a couple meetings to cover. The chief Officers will meet with the departments and let them know they should be ready to present and discuss the following items at your next leadership meeting. (Scheduled during week 2) All of these need to be completed.

_____ **A. 5pts** **Evidence: Company Rules (Human Resources) and seek approval in vote by leadership**

_____ **B. 5pts** **Evidence: Logo Presentation (Art department) & approved in vote by leadership team**

_____ **C. 5pts** **Evidence: Presentation of company salaries (HR/Accounting) approved in vote by leadership team**

_____ **E. 5pts** **Evidence: Finalize Product Lines (Sales) and approved in vote by leadership team**

_____ **F. 5pts** **Evidence: Finalize company colors & uniform (Chief Officers) & approved in vote by leadership team**