

Bimonthly Tasks for October Weeks 3-4

60 pts each department leader needs to turn this sheet in on or before November 1st. 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. In addition, starting this task period, all employees will be getting weekly work points. Leaders will award 0-2pts work points each day or 10 per week. An e-mail will be sent out to complete this task. Leaders Failing to complete this will award you no points for that period.

Chief Officers & Administration

Company _____

Task 1: Consultant Meeting:

Both CEO & COO schedule a meeting with your facilitator. 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. Each meeting will be Task 2:5pts each. In addition you will be evaluating your leaders performance each week. Complete the October weekly evaluations for the last two weeks of October that have been sent to you by your teacher.

_____ 5pts Week of **October 22** _____ signed Week of **October 28** _____ signed

Both Officers

Task 2: Business Model Canvas:

In the Task Matrix find the Canvas Video and watch it. Following the video, look at the Canvas 101 file to get a better in depth understanding of the Business Model Canvas. Follow this by watching the Poke'mon Go Business Model Canvas video, found in the teacher's video library. Next, get a business model canvas and some post-it notes from your teacher and work to complete your company Business Model Canvas. When the model has been finished present it to your teacher.

_____ 10pts **Evidence: Business Model Canvas Completed and presented to your facilitator**

Responsibility of Chief Officers

Task 3: Business Plan: Business Rationale & About the Business

Open the company Google drive and create a folder for Business Plan. In that folder start a new Google doc and title it **Business Plan**. Open the 2019-20 Business Plan Rubric - Written found in the **Hub** under **Competitions & Events**. Review the business plan written rubric sequence, in your doc file, create the section headings for each of the areas of the plan. Share the file with each other, and your the Vice Presidents of Marketing and Accounting so that they can contribute to the marketing and financial sections of the plan. When finished, share the Google doc with your teacher in Canvas as evidence that you completed your tasks. You will be completing the sections below and divide the sections up as you would like.

_____ 10pts **Evidence 3.1: Business Rationale** → Shared with teacher in → Canvas October 3-4

Both Officers

_____ 10pts **Evidence 3.2: About the Business** → Shared with teacher in → Canvas October 3-4

Both Officers

Task 4: Fountain Valley Business Exhibition:

At you last leadership meeting in October, develop a plan for the Fountain Valley exhibition on November 8th. 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, make a banner to 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

Task 5: Leadership Meeting - Company Leadership Decisions:

Each week you will hold a leadership meeting, having each department report out on their progress and working on the following tasks. At the leadership meeting departments are expected bring their completed department task sheet to turn in and to be ready to present what their department is working on. There are some items that need discussion and a leadership vote so that they can be completed by the end of the month. Work with the VP of Sales to develop a work schedule for all employees for Fountain Valley.

_____ 5pts **Evidence 5.1: Collection of Department Task Sheets** → Task Binder for October 3-4 (show facilitator)

Both Officers

_____ 5pts **Evidence 5.2: Leadership Meeting Agendas** → Canvas October 3-4

Both Officers

_____ 2.5pts **Evidence 5.3: Final Logo Presentation (Art department) & approved in vote by leadership team**

Both Officers

_____ 2.5pts **Evidence 5.4: Final Home Page Design (Digital Media) & approved in vote by leadership team**

Both Officers

_____ 5pts **Evidence 5.5: Work Schedule for Fountain Valley** → Canvas

Name of who is responsible