**Role of the faculty advisors**

* Observe the team at work
* Insist on following the formal meeting format
* Ask occasional questions
* Make occasional suggestions
* Help provide resources if needed
* Provide advice
* Provide assessment of the rate of progress
* Resolve conflicts the team cannot resolve
* Assess the meeting effectiveness occasionally (will give you forms)
* Conduct peer reviews occasionally (will give you forms)
* Make sure meeting folders are well maintained

**Not the role of faculty advisors**

* Prepare agenda
* Assign tasks
* Lead the meetings

**What faculty advisors do**

* Provide feedback to the team regarding the pace of progress
* Make sure there is team an assigned leader who has prepared and distributed an agenda ahead of time to you and other members
* Make sure the format of the agenda is similar to the one I have supplied
* Make sure there is a member assigned as note taker
* Make sure there is a meeting folder that includes agenda and meeting summary of all the meetings as well as a project plan
* Make sure the group has an assigned project planner
* Make sure the meeting folder includes a current project plan
* Make sure the team spends a good amount of time clearly defining what each member is expected to deliver for the following week
* Make sure results presented by members is short and exactly as the group expected it
* Make sure all members participate

**Role of sponsors**

* Provide the product design specifications
* Review progress
* Make suggestions – provide updates to the design requirements
* Help with resources and fabrication

**Not the role of sponsors**

* Assigning tasks
* Demanding results
* Making decisions (unless asked by the team)