



"First Five Meetings" How to get your team started

Meeting #1: (1 hour)

- Informational meeting for all kids and parents interested in Odyssey
- Hand out and discuss packet
- Show pictures
- Show "A Creative Experience" video, if possible (found on www.OdysseyoftheMind.com)
- Invite administration

Between Meeting #1 and meeting #2, form teams and procure coaches, if possible.

Meeting #2: (1 ½ hours)

- Distribute "Coordinator's Packet" to all coaches
- Discuss responsibilities of parents/coordinator
- Complete "Parent Responsibility Form"
- Distribute and complete calendar for at least the first month of meetings (This should include days, times, and snack provider)
- Establish meetings with coordinator if necessary (This should include coaches for all teams, if possible.)

Meeting #3: (1 ½ hours, including snack for first 15 minutes)

- Meet with kids, long term coach, spontaneous coach and coordinator
- Thoroughly go over problem
 - All should have or be provided with folders
 - All should have highlighters
- Discuss calendar
- Discuss communicating with coaches and team members re: missed meetings, etc.

Meeting #4: (1 ½ hours, including snack for first 15 minutes)

- Brainstorm ideas for theme
- Team building activities
- Spontaneous problem solving

Meeting #5: (1 ½ hours, including snack for first 15 minutes)

- Brainstorm ideas for theme (perhaps begin to limit to 3 – 5 choices)
- Team building activities
- Spontaneous problem solving

Meeting #6: (1 ½ hours, including snack for first 15 minutes)

- Begin developing 3 – 5 themes)
- It is important not to make final decisions too quickly