**Final year teams - Briefing notes**

**1) Before the trade fair**

 Identified and created a project for ETP1 students (1st years)

 This will be an updated version of the Project Brief

 Feel free to create more Project Briefs

 Re-engaged with your client

 Obtained your Christmas feedback from the Venture Matrix team (Bowen)

 Consider supplier questions

 These should help you quickly determine their suitability

**2) During the Trade Fair (Speed Networking)**

 You will have the chance to meet all the students, but you will be very limited on time (3mins each)

 Capture contact details and also evaluate the student teams you meet.

 Identify potential teams that you can outsource your project(s)

 You can use more than one team, but try to find the best fit team

 (Consider sharing out different tasks during the event)

**3) After the Trade fair**

 Contact the groups and arrange to meet within 1 week.

 Manage the delivery of your projects

 Arrange appropriate meetings and catch-ups