

# SENIOR PROJECT CONFERENCE SHEET

Name: Kalib Geiger

Conference Date: 11/17/2021

Project Title: Grind N' Ride

## SMART Goal I set for this conference:

For November, I want to complete my Executive Statement, Company Summary, and Products section of my business plan.

## Steps I took to accomplish my SMART Goal:

STEPS TAKEN	EVIDENCE TO PROVE WHAT I DID
Did research on what goes into an Executive Statement and how long it should be.	Annotated bib #2 - <a href="https://docs.google.com/document/d/19AlwOmTOkw_c7lWX_zV-CmXmaabF55CP-xXMMbKYkEuY/edit?usp=sharing">https://docs.google.com/document/d/19AlwOmTOkw_c7lWX_zV-CmXmaabF55CP-xXMMbKYkEuY/edit?usp=sharing</a>
Did research on what work should be done in a company summary and began drafting my work into the template I have already made and began selecting products to add into my products section.	<a href="https://www.seniorproject.kalibgeiger.com/Docs/Business%20Plan%20REV2.pdf">https://www.seniorproject.kalibgeiger.com/Docs/Business%20Plan%20REV2.pdf</a>
Completed a final draft of my Executive Statement, Company Summary, and Products section	<a href="https://www.seniorproject.kalibgeiger.com/Docs/Business%20Plan%20REV3.pdf">https://www.seniorproject.kalibgeiger.com/Docs/Business%20Plan%20REV3.pdf</a>

Portfolio Link: <https://seniorproject.kalibgeiger.com>

**21st Century skills that I worked on this month and specific ways I have improved. How have you shown growth with the goals listed above? Do you need to make any adjustments? Which skill has been the hardest for you to practice and improve? Why?:**

For November, I worked on my Microsoft office skills. I learned how to make a nice-looking document for my business plan and to export it to a PDF. This has taught me how to be more professional while making documents in word and allowed me to make a better-looking business plan. I need to adjust how much time I spend playing around with stuff to make it look good, and just put in the information then play with it later. The hardest thing for me to work on and improve is my time management. I always tend to procrastinate and do it later because I have enough time to do it.

**What I have learned since my last conference: (brief reflection on learning and evidence)**

Since my last conference, I have learned that I should be using my time more efficiently. Just because I have an abundance of time, that does not mean to stop holding off on working on my project or work for other classes. Do the work now! I have also learned that a lot goes into making a business plan than I originally thought, I have learned that next month I am going to do a lot of “running numbers” to make the financial part of the plan. This is going to be very time-consuming.

**SMART Goal I am going to work on for next month:**

For December, I want to have done my Market Analysis, Strategy & Implementation, and Marketing Plan.