

Every student has to submit FIVE of these forms individually over the semester:  
**ONLY PRINTED HARD COPIES SIGNED BY THE EXPERT / LIBRARIAN WOULD BE ACCEPTED. I do NOT accept Online Submissions or emails for your expert meetings. Exceptions to emails will be only in RARE cases.**

<b>Date</b>	<b>Time</b>												
<b>Expert(s) you met with</b>	Name; address; (optional: phone #, email) Mention why you consider them as an expert in this field.												
<b>Mode of communication (choose one)</b>	<b>a. In person interview (highly recommended)</b> <b>b. Phone</b> (Let them know that I will check with them to get additional comments; I need to know their phone number as well to verify), <b>c. Email</b> (Let them know that I will check with them to get additional comments; give their email address; attach their response to your submission)												
<b>What did you describe to them about your business?</b>	<table border="1"> <thead> <tr> <th>Meeting #</th> <th>You may share the following with your expert</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>SWOT, Business Model Canvas, Competitive advantages of your firm vs. your competing firms (labs 3, 4)</td> </tr> <tr> <td>2</td> <td>Excel sheet – variable and fixed cost estimates</td> </tr> <tr> <td>3</td> <td>Website/Facebook/Customer Feedback/Branding efforts</td> </tr> <tr> <td>4</td> <td>Excel sheet – Financial ratios (excel sheet #18)</td> </tr> <tr> <td>5</td> <td>Fully formatted business plan</td> </tr> </tbody> </table>	Meeting #	You may share the following with your expert	1	SWOT, Business Model Canvas, Competitive advantages of your firm vs. your competing firms (labs 3, 4)	2	Excel sheet – variable and fixed cost estimates	3	Website/Facebook/Customer Feedback/Branding efforts	4	Excel sheet – Financial ratios (excel sheet #18)	5	Fully formatted business plan
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	2	Excel sheet – variable and fixed cost estimates											
	3	Website/Facebook/Customer Feedback/Branding efforts											
	4	Excel sheet – Financial ratios (excel sheet #18)											
5	Fully formatted business plan												
<b>What business related questions did you ask?</b>													
<b>What was their response?</b>	What improvements did the expert(s) suggest to your business plan?												
<b>Did you schedule a Follow-up meeting with this expert OR Did you get a reference to another expert in your area?</b>													
<b>Signature of the expert(s):</b>													

**2241T OSU-ATI**      **Your Name:** \_\_\_\_\_ **Team Name:** \_\_\_\_\_

<b>Date Time</b>
<b>Expert(s) you met with (email/phone)</b>
<b>Mode of communication</b>
<b>What did you share about your business?</b>
<b>What business related questions did you ask?</b>
<b>What improvements/changes did the expert suggest?</b>
<b>Follow-up meeting date/time</b>
<b>Signature of the expert(s):</b>

For any questions, please contact Dr. Subbu Kumarappan (330-287-1261; [kumarappan.1@osu.edu](mailto:kumarappan.1@osu.edu);  
The Ohio State University ATI, 1328 Dover Road, Wooster, OH 44691)

**Meeting #1: turned in to the instructor on** \_\_\_\_\_ **(date)**

\_\_\_\_\_ **(Instructor Signature)**

**2241T OSU-ATI**    **Your Name:** \_\_\_\_\_ **Team Name:** \_\_\_\_\_

<b>Date Time</b>
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<b>Mode of communication</b>
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**Meeting #2: turned in to the instructor on** \_\_\_\_\_ **(date)**

\_\_\_\_\_ **(Instructor Signature)**

**2241T OSU-ATI**    **Your Name:** \_\_\_\_\_ **Team Name:** \_\_\_\_\_

<b>Date Time</b>
<b>Expert(s) you met with (email/phone)</b>
<b>Mode of communication</b>
<b>What did you share about your business?</b>
<b>What business related questions did you ask?</b>
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**Meeting #3: turned in to the instructor on** \_\_\_\_\_ **(date)**

\_\_\_\_\_ **(Instructor Signature)**

**2241T OSU-ATI**    **Your Name:** \_\_\_\_\_ **Team Name:** \_\_\_\_\_

<b>Date Time</b>
<b>Expert(s) you met with (email/phone)</b>
<b>Mode of communication</b>
<b>What did you share about your business?</b>
<b>What business related questions did you ask?</b>
<b>What improvements/changes did the expert suggest?</b>
<b>Follow-up meeting date/time</b>
<b>Signature of the expert(s):</b>

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**Meeting #4: turned in to the instructor on** \_\_\_\_\_ **(date)**

\_\_\_\_\_ **(Instructor Signature)**

**2241T OSU-ATI**    **Your Name:** \_\_\_\_\_ **Team Name:** \_\_\_\_\_

<b>Date Time</b>
<b>Expert(s) you met with (email/phone)</b>
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<b>What did you share about your business?</b>
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**Meeting #5: turned in to the instructor on** \_\_\_\_\_ **(date)**

\_\_\_\_\_ **(Instructor Signature)**