**1.02 Key Terms Definitions**

Collaboration- to work cooperatively with others to accomplish a goal

Dovetailing- to fit different tasks together to make good use of time

market order- a list of items needed from the store to prepare a recipe or meal

pre-preparation- completing tasks before the beginning the construction of a recipe

recipe -set of directions for making food or beverages

Teamwork- working as a group to perform a task successfully and on time

Timetable- table that shows the total time needed to complete preparation tasks and when to start others

work plan- a list of all the tasks it takes to prepare a meal