

Unit 4 Assignment: Optional Guideline

Experience has shown the following U4 timeline to be helpful. Please do not feel constrained by this time line, it is not a graded item.

Unit 4: Wednesday—Greet each other in the Team Discussion Board

Unit 4: Thursday---Determine who will lead the project, who will do which parts, by when, what your communication expectations are and when you will be meeting next.

Unit 4: Friday---Confirmation of delegated duties. Delegated parties accept their delegated duty.

Unit 4: Saturday---Project Leader reassigns any duties not accepted by individuals on the team.

Unit 4: Sunday---Submit draft parts to Project Leader. Project Leader posts draft of the presentation in the Team Discussion Board.

Unit 4: Monday—Team edits/improves the draft Assignment deliverable

Unit 4: Tuesday-----One team member submits the presentation. Individual Team Peer Evaluation Form must be submitted to receive a grade for the Assignment.

Some learners have found this to be a helpful guide for their first meeting.....or initial DB posts.

AGENDA:

- Determine Project Leadership
- Determine the specifications, resources and time lines for the project.
- Determine communication protocol.
- Determine next meeting.