

## Unit 4 Assignment: Optional Guideline

**Experience has shown the following timeline to be helpful. Please do not feel constrained by this timeline; 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 and by when, what your communication expectations are, and when you will be meeting next.

Unit 4: Friday — Confirm 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 Discussion Board posts.

### **AGENDA:**

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