Timeline/Tasks

Unit 1:
At the beginning of Unit 1, your instructor will notify you of the team you are assigned to for the Unit 5 Assignment. In Unit 1, you are to go to the Team Area (on the left hand navigation menu) and on the Team Discussion Board:
• Introduce yourself to the other team members.
• Your team should decide on a team leader. This person will be responsible for organizing tasks, collecting the completed slides from team members, constructing the full presentation, and submitting the final presentation to the Dropbox by the end of Unit 5.
• You can begin to review the details of the Unit 5 Assignment.
• For the presentation, each team member will be solely responsible for 3–4 slides each and any additional research.

Unit 2:
In Unit 2, the team will continue to discuss and collaborate on the presentation for the Unit 5 Assignment.
• Begin to draft an outline of the content to include in the team presentation. Your team will work collaboratively to ensure a cohesive and clear presentation.
• For the presentation, each team member will be solely responsible for 3–4 slides each and any additional research. During this team meeting, sections of the presentation outline should be assigned to each team member.

Unit 3:
In Unit 3, the team will continue to discuss and collaborate on the presentation for the Unit 5 Assignment.
• Team members should begin to submit a draft of their slides for the presentation for other team members to review and provide constructive feedback. Changes may be made to the slides per the feedback given. You can submit your draft slides to your team category in Doc Sharing.

Note: Team members please include your name in the speaker notes of your slides so the team and your professor will know what slides you created.

Unit 4:
In Unit 4, the team will continue to discuss and collaborate on the presentation for the Unit 5 Assignment.
• During Unit 4, your team should meet to discuss changes that were made to slides and any outstanding content that may be needed.
• Team members should send their completed slides to the team leader.
• The team leader will put the presentation together and post it to their team category in Doc Sharing.
• Team members can review the final presentation and provide feedback.
• Remember the Assignment is due at the end of Unit 5.

**Unit 5:**

Your team presentation is due at the end of this unit.
• You should have reviewed the final presentation posted in your team category and provide feedback to the team and team leader.
• Team leader will make final changes and post the final presentation to the Unit 5 Assignment Dropbox.
• The team leader should also post the final presentation to their team category in Doc Sharing.

**Team Peer Evaluation**

Each team member is required to complete and submit the Team Peer Evaluation form. This evaluation form is a summary of your own opinion of the team experience and does not have to be discussed with team members.

You will evaluate your team members on how they interacted in discussions and the decisions that were made regarding the Unit 5 Team Assignment. Summarize how you collaborated with other team members, contributed to team goals and objectives, and applied teamwork principles to achieve collective goals. Also, include any challenges encountered during the Team Project and how they were addressed by the team.

Submit the **Team Peer Evaluation** by the end of Unit 5 in the **Unit 5 Team Peer Evaluation Dropbox**.