**Scope of Team Tasks**

**Initial activities: The first few days of the session (due EOD 6/1), you’ll --**

* Introduce yourselves on OpenLab via a post that’s set up like an email/memo.
* Brainstorm ideas using Padlet. I’ll use them to set up your teams based on your interests by 6/1 so that you can jump to the initial collaborative activities.
* Join Slack and the correct #channel for each team to facilitate communication.
* Fill out Doodle poll to see when we can have whole class meet-ups since we’re an asynchronous class. I’ll try to provide two per week: one during the day and one in the evening to accommodate work schedules if that’s necessary (and I’m hoping the first one will be on June 1).

**Initial collaborative Team activities/assignments: By the end of the first calendar week (in other words, this is all due on Friday 6/4) [blank docs and an example are in a separate folder].**  NOTE: you may need to meet via Zoom to do this – our Zoom link is open 24/7 and you don’t need me to be there.

* ***Fill out an Individual Survey*** about your strengths and weaknesses for working in a team. This includes things like “not so techy” or “very computer-smart” or “like to write” or “have a full-time job and family so kind of worried about how to contribute.”
  + *Upload this to your team’s folder on the Google Drive.*
* ***Create a Group Charter*** that will include:
  + roles (who is the project manager, who are the tech and presentation managers, project designer for OpenLab and presentation, writing manager/editor, or whatever roles you want to designate),
  + how the team will communicate in general,
  + how you’ll resolve conflicts,
  + best ways to “meet” including whether you can coordinate times for synchronous meetings via Google Meet or Zoom or other video conferencing platform,
  + where your collaborative workspace will be,
  + how you will share files,
  + and other potential issues you see in front of your group.

*Work on this in the team folder on the Google Drive.*

* ***Create a Task List/Schedule*** that assigns tasks to specific people to make sure the workload is equitable.
  + This will include deadlines that you think are reasonable for your team given the course schedule (sample Task List below) and which will give you some benchmarks as well as justification for nagging each other to get the work done (also known as adhering to the schedule).
  + Post this on the class Google Drive in your group’s folder. The Project Manager should be responsible for keeping it up-to-date because I’ll be using it to help compute final grades.

**Individual writing assignments:** Everybody will do these assignments, and most will become part of your Report with some editing. The exception is the Instruction Manual, but it’s a great exercise in analysing and addressing audience, something that’s important for your website and your presentation:

* ***500-word summary*** of a scientific or technical article about your team’s issue. The idea here is to get some basic research done on the areas you need (like history of the problem, extend of problem, already proposed solutions, etc.). As a team, you should decide what areas individual members will be responsible for before anybody starts on this. Once you get that split up, each person must create this summary. These will be used as the basis for your longer report. (**due date for summaries to be uploaded into the Google Drive folder is 6/9**)
* ***750-word extended definition*** of one of the technical/scientific terms used when talking about your team’s issue. There are several ways to do this: you may already know what terms you’ll want to do more research about, or they may grow out of the summaries. Either way, aspects of this extended definition assignment will show up in different ways in your technical/scientific report. NOTE: There is also a part of this assignment that asks you to write a definition of your term for a non-technical professional and a 5th grade student to give you practice with audience analysis. **(benchmark due date for team-created list of words is 6/10. Individual due date for Extended Definition uploaded into the Google Drive folder is 6/14)**
* ***1000-word contribution to the 4000-6000 word technical/scientific research report.*** Kick this off as soon after 6/14 as possible. How this is divided up among the team members is up to the Team. For example, one person may take the lead on writing the Introduction to the technical report. Or you may (probably will) decide your technical report needs more information about history or extent of the problem. The idea is for everybody to contribute roughly the same amount to the proposal as possible. Use your task schedule to help figure this out. How you do it is really up to you, but the target number of words for each person’s contribution is 1000 words. **(team benchmark due date is 6/22)**
* ***Instruction manual*** for a deceptively simple task for your chosen audience. This is a purely individual project which has its own Overview and instructions. **(preliminary deadline 6/18; final deadline 7/1)**
* ***Weekly log of your reflections*** (and some other short assigned work) on how the group is working together, posted on OpenLab. I’ll show you how to make these posts private. **(There are three of them, and each is due on Mondays EOD.)**
* ***Final report on your collaborative experience.*** Draw on your weekly logs and the team evaluation tool that’s in the Google Drive to create this. Send the report and the team evaluation sheet to me via email. **(due 7/1)**

**Notes about the elements of the team project**

**Scientific/Technical Research Report:**

I would recommend starting a Google Doc in a team folder on the class Google Drive. This will allow everybody to contribute/edit/make Comments as you go. You might even create two docs – a working doc and a final doc. I would also suggest you have one person in charge of each section, but that’s up to the Team.

We’ll read in the OER book about technical reports and look at some examples. But remembering the principles of good design, there must be subheads, one-tab indent for each new paragraph, Times New Roman 12 pt font, and 1.5 or double space for text and double that between sections. Check with the Purdue Owl for help with APA.

**Here’s a simple template** for setting up your report (but if someone has a better format, maybe one they’ve used on the job and have a template for, that’s fine):

* Cover page
* Table of Contents
* List of Tables and Illustrations
* Executive Summary - optional
* Introduction - brief overview of the problem and why you’re writing this report.
* Findings
  + Background of the problem - when it started
  + Nature of the problem - detailed discussions of important aspects of the problem
  + Reactions to the problem/initial solutions - what people did to solve the problem
* Conclusion
  + Possible effects of not addressing the problem.
  + Proposed solution(s) to the problem.
* References (APA style)

**Website:**

If you want to set up a Project site on OpenLab, it’s really pretty easy, but you can use another website creator or, if someone on your team likes to build them from scratch, you can go that way. Whoever you decide your webmaster is, and they want to use OpenLab, I can walk them through the process of setting it up and tweak the template to individualize it.

**Presentation:**

Oh how I hate PowerPoint! But that’s mostly because people use it very very very badly. Presentations need to be professional but engaging so you don’t annoy the bosses or clients/investors. We’ll look at what makes a good presentation (and a bad one, of which there are more, frankly). I’ll also show you how to use Canva presentation templates with audio and even give you some ideas about how to make PowerPoint with audio more interesting.