**Group Assignment Roadmap**

**Group Assignment Goal:** (Due date, name of assignment, total course mark % it represents, goal mark)

**Meetings**: (how often, when, where, how long); (how to call for an emergency meeting)

**Communication**: (choose 1 platform for virtual group communication); (how will the need for improved performance or engagement of one member be communicated?); (how will information be communicated afterward to members who cannot attend a meeting?)

**Communication Dynamics Agreement**: All member agree to

* Allow all group members the opportunity to speak/vote.
* Allow all group members the opportunity to listen & to process.
* Allow all group members the opportunity to ask questions or request clarity.
* Allow all group members the opportunity to be appreciated for successful task completion, excellent work, and timely submissions.
* Allow all group members the opportunity to express when they feel overwhelmed, overworked, or over-assigned at any point during the project.
* Allow all group members the opportunity to provide constructive feedback.
* Allow all group members the opportunity to be informed when the group feels they are not on task, have missed a deadline, or needs to improve/revise their work.

**Conflict Management**: (how will feedback on substandard submissions be communicated?); (how will missed deadlines for drafts be handled?); (how will it be communicated to a member if the professor will be contacted regarding their performance, absence, behavior, etc?)

**Tasks**: (Who will be in charge of what for the assignment?); (what mini-deadline date will a member’s drafts be due?); (who will review who else’s drafts?); See “Proposed Mini-Deadline” chart to expand details.

**Proposed Mini-Deadlines**:

| Task & Member(s) Responsible  | Mini-deadline for draft | Team member(s) reviewing the draft | Deadline for draft review |
| --- | --- | --- | --- |
| Task 1 |  |  |  |
| Task 2 |  |  |  |
| Task 3 |  |  |  |
| Task 4 |  |  |  |
| Task 5 |  |  |  |

**Group Member Contact Information**

| Team Member’s Name | Team Member’s Phone & Email | Team Member’s Signature |
| --- | --- | --- |
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