

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