

Time: 45 minutes

Overview:

Teams will learn about the Task Log which keeps their work on task. They will also build a simple Team Contract which helps reduce team conflict. Finally they will review the requirements of the project within the rubric. For more information on the [Task Log](#), [Team Contract](#) review [PBL Tools](#).

Objective: Students will be able to stay on track using a Task Log, Team Contract and learn about the project’s rubric.

Materials & Setup:

[Student Copy Task Log](#)

[Team Contract](#)

[Rubric](#)

Activity:

Overview	Details
<p>Model Task Log Question: What tools exist to keep your projects on task?</p> <p>Team Contracts Question: Have you ever run into group project challenges because of the peer work? How do we overcome this?</p> <p>Rubric What is expected in this project?</p>	<ul style="list-style-type: none">● Inform teams: One person in each team is responsible for recording in the Task Log at the beginning and the end of each working class.● Share the Student Copy Task Log document and make a simple entry for what this specific task at that moment is--writing in the task log is a task. Initialize it, date it and have teams do the same. They will do this for every task in their work. ● Teams are introduced to the Team Contract. Have them fill out all information in the contract.● There’s a section that describes when we “slip out” of our perfect agreements. It’s important to emphasize this part--ask students to reflect on their own weaknesses before the project and have their teams help them.● Make sure everyone can access this and emphasize that before each project time, they review their agreements and work on changing them if they notice anything should be changed. ● Handout the Rubric and go through each section. We suggest shifting the rubric as best needed for you and your class.● We suggest a simple presentation in the background while teams are presenting their final process or product to the user, even a one slide or simple poster so they have a backdrop for the audience to focus on. This should show the 4 stages the teams went through as a sort of recording of their journey. The task log can help them keep track of their work.● Encourage students to focus on the process of their work to showcase during their presentation including recordings, photos, task log challenges, etc.

Task Log Example

Start Date	What needs to be done?	Identify all: problems, processes, solutions, conflicts/issues.	Who is doing this? (initials)	Check here once done	Date done
11.1	Enter in my first task	The task is writing in the task log!	TC	X	
11.2	Learn about Task Log. Discover our Driving Question.	We will first learn about how to use the Task log and its purpose. We will explore our driving question and understand a broad idea of what it means for our long-term project.	TL, JD	X	11.2
11.3	Identify the user for our team.	We found we wanted to help the Boys & Girls Club. Terry had a list that was not similar to ours, so we had a longer talk about his list and discussed the pros and cons of all of our items. We found out how close Boys & Girls Club was and that they did have a few simple needs we could likely help with, so we all agreed on the Boys & Girls Club.	TL, JD, IR, MP	X	11.3