Worksheet: Distance Learning Planning and Contract for Group Projects

Working together on a group project for anything has challenges. As you get started with your History Day project, first work with your group to make some decisions together about how you will work. **Instructions:** Fill your answers in below. The box below each section will expand for your answers.

1. How will we communicate as a group? How often will we have meetings? What technology will we use? Do all of our group members have access to this technology?

Type here...

2. How will we keep track of our ideas and questions? Where will we keep notes from our meetings? Where can group members write down new ideas about our project? **Tip:** Save all of these ideas and questions! Sometimes a resource or idea you have early on in the project can become useful or relevant later on.

Type here...

3. How will we keep track with the work we are each doing? Consider one place, like a document or spreadsheet, that lists the tasks assigned to all group members. It helps to see each group member's responsibilities in one place.

Type here...

4. How will we let eachother know that we have made changes to our group's documents or project? Will you text each other when you want feedback? Send an email? Leave a comment in a Google doc or project software?

Type here...

5. How quickly will we respond to a message from another group member? Consider how you will make sure you are "hearing" each other. Do you need to respond within 24 hours to say you saw the message? Give them a timeframe for when you plan to work on it? Something else?

Type here...

6. When is it ok for someone to make a change to a part of the final product? Do you need to tell each other that you plan to make changes? This is especially important if you are working in a program or document that does not save previous versions. Will you need to archive the old version of the sentence, image, etc somewhere before making a change?

Type here...

7. What will we do if a group member stops responding/working? Think about what you would prefer if YOU are the one who stops responding. Are you ok with the others calling you? Then contacting the teacher if they don't hear back from you? Something else?

Type here...

8. How will we discuss problems or disagreements we have? Think about where and how you will do this: Will it be a discussion with the whole group? Will you meet online, where you can see each other? Will you talk by phone?

Type here...

Agreements

We agree to the above statements. Add your digital signature below and share with your teacher and parents/guardians, so they know how to support you!

Group Member 1:	
Group Member 2:	
Group Member 3:	
Group Member 4:	
Group Member 5:	