While most of your project forms will be completed and submitted digitally via your portfolio, your contract

 must be printed and signed, then submitted to your teacher.

|  |  |
| --- | --- |
|  | **Team Contract Guidelines:** |
| **Role****Descriptions** | * Project/Time Manager-
	+ Keeps team on the task of the day
	+ Keeps the team discussing the task at hand
	+ Makes sure the group understands and follows rubrics and checklists
	+ Motivate team members
	+ Manages checkpoints and deadlines for the team
	+ Mediates groups disputes
* Lead Researcher-
	+ Pulls primary and secondary sources for the team to use
	+ Uses sources to analyze ideas, concepts, and solutions
	+ Manage ongoing list of citations/references used
	+ Responsible for the writing and documentation of the research process
* Designer (can be one or two)
	+ Generates and documents ideas about how the product works, looks, and behaves. (blueprints, sketches, architecture, visuals)
	+ Designs and markets promotional items
	+ Ensures the end product is aesthetically pleasing (visually appealing)
	+ Collaborates with Tech Support to create social media, websites, or any online products.
* Communication Liaison
	+ Uses various tools to communicate needs of the team
	+ Writes, edits, and distributes content, including publications and multimedia content that communicate project message
	+ Responds to team inquiries and arranges interviews
	+ Act as a spokesperson for the team
	+ Establish and maintain effective relationships with team and community members
* Tech Support (can be one or two)
	+ Research and implement best method of technology to accomplish the goals of the PBL
	+ Introduce technology programs/resources to the group that would enhance the end product
	+ Troubleshoot technology issues that may arise for your group
	+ Assist with technology integration when creating the project
	+ Communicate with the communication liaison to engage community members when utilizing technology
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| **Contract Complete** **(Attach to this document)** | Contract must include… * Team name
* Roles and responsibilities of each student
* Consequences for incomplete work or injustice within the group
* Goals/vision
* This statement: **While each member will take a lead role in one area of the project, the expectation is for ALL team members to work together to complete the project according to the outlined checkpoints.**
* All team members signatures
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| **Due** | **Thursday, February 13th**  |