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.

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|  | **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 |
| **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** |