

Plan, Track, Create

How a team turns shared ideas into organized work.

10.P.CP.1.b "Collaborate with others to determine group norms, establish goals and procedures, and facilitate productivity when working on shared projects. (I/C)"

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline each group norm, circle each detail that makes the goal measurable, and number the procedures the team uses to track or adjust its work.

Producing a Library Podcast

- ① Four students in a tenth-grade English class were assigned to create a five-minute podcast about a local issue. Before choosing a topic, they agreed on norms for discussion. One student would speak at a time, everyone would bring evidence before making a claim, and members would challenge ideas rather than people. They also decided that messages in their shared chat needed a response within twenty-four hours. These norms gave the group a way to handle disagreement without losing time. The students chose to investigate whether the town library should extend its weekend hours.
- ② Next, the group turned its broad idea into a goal: by Friday, they would produce a five-minute episode that used two interviews, one library data source, and a clear recommendation. They made a shared task board with columns labeled To Do, Doing, and Done. Maya would request interviews by Tuesday. Jordan would locate and record source details, while Eli would draft questions and check whether each claim had support. Priya would edit the audio after the others uploaded files. At the end of each meeting, the group would review the board, name unfinished work, and set the next deadline.
- ③ During the first week, Maya missed the interview deadline because the librarian was unavailable. Instead of blaming her, the group used its procedure. They recorded the obstacle on the task board, moved the interview to Thursday, and asked Jordan to find a published library report as a backup source. Eli checked that the change still supported the project goal. At their next meeting, Priya noticed that two members had begun the same research task. She paused the discussion, clarified who owned each task, and asked everyone to update the board before leaving. By making the work visible, the team protected time for recording and editing.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 Identify two discussion norms the group established. How could each norm help the group work productively?

2 Which details make the group's podcast goal measurable?

3 What procedure did the group use to keep track of tasks and deadlines?

4 How did the group respond when work was delayed or duplicated? Give one response to each problem.

3 YOUR TURN _____ Your own words

Write a short project plan for a four-person team creating a three-minute book trailer. Include two group norms, one measurable goal, a procedure with roles and deadlines, and one way the team will address a problem that slows its work.

PART 1 • READ AND MARK

Underline each group norm, circle each detail that makes the goal measurable, and number the procedures the team uses to track or adjust its work. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Identify two discussion norms the group established. How could each norm help the group work productively?	Any two: one person speaks at a time, which prevents interruptions; members bring evidence before making claims, which supports informed decisions; members challenge ideas rather than people, which keeps disagreement respectful; chat messages receive responses within 24 hours, which keeps communication moving.
2	Which details make the group's podcast goal measurable?	The deadline is Friday, the episode must be five minutes, it must use two interviews and one library data source, and it must include a clear recommendation.
3	What procedure did the group use to keep track of tasks and deadlines?	They used a shared task board with To Do, Doing, and Done columns, then reviewed it at the end of each meeting to identify unfinished work and set the next deadline.
4	How did the group respond when work was delayed or duplicated? Give one response to each problem.	When the interview was delayed, they moved it to Thursday and assigned Jordan to find a backup library report. When two members researched the same task, Priya clarified task ownership and had everyone update the board.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Our four-person team will create a three-minute book trailer by April 18 that includes two quotations, credited images, and a final recommendation. We will listen without interrupting and respond to messages within one day. By Monday, Ana will choose quotations, Ben will collect copyright-free images, Carmen will write the script, and Diego will build the video; we will update a shared board at the end of each meeting. If work overlaps or a member misses a deadline, we will name the problem, reassign a task, and set a new deadline.

Accept equivalent norms, goals, procedures, and productivity strategies when they are supported by the passage. For the open task, look for two clear norms, a measurable outcome and deadline, assigned responsibilities, a tracking procedure, and a specific response to a likely obstacle.