

Project Team Blueprint

Read how one team sets norms, plans work, and solves a setback.

11.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 the project goal and required products, and number the planned procedures in paragraph 2 in order. Put a star beside each action that helps the team solve a problem or stay productive.

Building a Podcast Team

- ① When Ms. Ortiz assigned a team project on the town's flood history, Jordan's group began with a five-minute planning meeting. They agreed to let one person speak at a time, silence phones except for research, and challenge ideas without attacking people. They also decided that anyone who missed a meeting would read the shared notes before rejoining. These norms gave the group a way to handle interruptions and disagreement. Jordan recorded the agreements in a shared document, where every member could review them. The group planned to revisit the norms if they stopped helping.
- ② Next, the team chose a clear outcome: a six-minute podcast episode that would explain how the 1993 flood changed three downtown sites. By Friday, they would submit a script, an audio file, and a source list with at least four reliable sources. To reach that goal, they listed procedures in order. Maya would verify dates and sources by Tuesday. Leon would draft the script by Wednesday. Jordan would collect public-domain photographs and sound effects. On Thursday, all members would meet online, check the work against the goal, revise the script, and assign final recording tasks.
- ③ During the Thursday check-in, Leon had not finished the script because two sources disagreed about the date of a bridge repair. Instead of blaming him, Maya asked the group to compare the sources and decide which was more reliable. They found that a city archive record supported one date, while an unsourced blog supported the other. The team updated the script and moved one recording task to Jordan, who had finished early. Before ending the meeting, Jordan summarized each person's next step and added deadlines to the shared document. This brief check-in prevented the unanswered question from delaying the whole project.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 Which two norms address how group members should speak and what a member should do after missing a meeting?

2 What is the team's goal, and what three products must it submit by Friday?

3 How did the team divide the work before its Thursday check-in?

4 How did the group handle Leon's unfinished script in a way that protected productivity?

3 YOUR TURN _____ Your own words

Choose a shared school or community project. Write a team plan that includes three norms, one specific goal with deliverables, four numbered procedures with roles and deadlines, and one productive response to a likely obstacle.

PART 1 • READ AND MARK

Underline each group norm, circle the project goal and required products, and number the planned procedures in paragraph 2 in order. Put a star beside each action that helps the team solve a problem or stay productive. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Which two norms address how group members should speak and what a member should do after missing a meeting?	Members should let one person speak at a time, and a member who misses a meeting should read the shared notes before rejoining.
2	What is the team's goal, and what three products must it submit by Friday?	The goal is a six-minute podcast explaining how the 1993 flood changed three downtown sites. The team must submit a script, an audio file, and a source list with at least four reliable sources.
3	How did the team divide the work before its Thursday check-in?	Maya verifies dates and sources, Leon drafts the script, and Jordan collects public-domain photographs and sound effects. On Thursday, all members check, revise, and assign recording tasks.
4	How did the group handle Leon's unfinished script in a way that protected productivity?	They compared the conflicting sources, used the city archive record, updated the script, moved a recording task to Jordan, and recorded next steps and deadlines.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Project: Create a one-day lunchtime book swap in the library. Norms: One person speaks at a time; members post progress in the shared folder by 6 p.m.; critiques name the work, not the person. Goal: By April 18, collect 75 books, create a check-in list, and run the swap. Procedures: 1. Amina asks the librarian for approval by April 4. 2. Theo designs collection posters and a check-in list by April 6. 3. Rui sorts donated books by April 15. 4. All members set up and staff the swap on April 18. If donations are low, the team posts a reminder and asks two English classes to contribute.

Accept equivalent descriptions of the passage's norms, goal, procedures, and productivity moves. For the open task, accept varied projects if all required plan elements are specific, workable, and connected to collaboration.