

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 group norms. How could each 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

Work in a group of 2-4 students to create and deliver a one-minute welcome announcement for new students. Use paper, pencils and a classroom timer. Include two useful school routines your group can verify from experience; do not invent school rules. Use the stages to agree, create, check and deliver a shared product.

1. Agree together

Give each member a turn. Negotiate two group norms and a measurable goal: audience, two verified routines, one-minute length and a deadline within this lesson. Record the agreed norms, goal and how you reached agreement.

2. Assign and create

Agree who will facilitate, draft, verify and present; combine roles if needed. Set a deadline for each task. Create the shared announcement on separate paper. Record names, tasks, deadlines and a check-in time here.

3. Facilitate a real check-in

At your check-in, the facilitator asks every member to report progress. Compare the draft with the goal. Resolve a real disagreement, missing detail or timing issue together; if none arises, check one routine for clarity and improve it. Record the issue, agreed change, owner and deadline.

4. Deliver and evaluate

Deliver the completed announcement to another group and time it. Ask listeners which routines were clear. Record actual duration, evidence the goal was met, listener feedback and one way your norms or procedures helped productivity.

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 group norms. How could each 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)

Example record, not a script to copy: Four students agree to hear each member before deciding and to challenge ideas respectfully. Goal: by minute 18, deliver a one-minute welcome announcement explaining how to find the office and return library books, after verifying both routines. Roles: Ari facilitates and keeps time; Bo drafts by minute 8; Cam verifies details by minute 6; Dev presents. At minute 10, each reports progress. The group discovers the draft assumes everyone knows the library location. They agree Cam will verify a clear route by minute 12 and Bo will add it by minute 14. A rehearsal lasts 76 seconds, so all agree to remove a repeated greeting, preserving both routines. They deliver the shared script in 59 seconds. Listeners identify both routines but request a clearer landmark. Giving everyone a turn surfaced the location problem; the named owner and deadline got the revision into the final product.

Observe actual collaboration and the delivered shared announcement. Records should show negotiated norms, a measurable goal, roles, deadlines, a facilitated check-in and an enacted adjustment. Accept different valid products and timing outcomes with honest evaluation; a hypothetical plan alone is incomplete.