**Time:** 45 minutes

**Overview**:

Teams will learn about the Task Log which keeps their work on task. They will also build a simple Team Contract which helps reduce team conflict. Finally they will review the requirements of the project within the rubric. For more information on the [Task Log](https://blossoms.mit.edu/sites/default/files/project/page_files/Day-3-Student-Task-Log-Make-a-Copy.pdf), [Team Contract](https://blossoms.mit.edu/sites/default/files/project/page_files/Day-3-Blank-Team-Contract.pdf) review [PBL Tools](https://blossoms.mit.edu/projects/user_centered_design/project_based_learning_tools).

**Objective**: Students will be able to stay on track using a Task Log, Team Contract and learn about the project’s rubric.

**Materials & Setup:**

[Student Copy Task Log](https://blossoms.mit.edu/sites/default/files/project/page_files/Day-3-Student-Task-Log-Make-a-Copy.pdf)

[Team Contract](https://blossoms.mit.edu/sites/default/files/project/page_files/Day-3-Blank-Team-Contract.pdf)

[Rubric](https://blossoms.mit.edu/sites/default/files/project/page_files/Day-3-Rubric.pdf)

**Activity**:

|  |  |
| --- | --- |
| **Overview** | **Details** |
| **Model Task Log**Question: What tools exist to keep your projects on task?**Team Contracts**Question: Have you ever run into group project challenges because of the peer work? How do we overcome this?**Rubric**What is expected in this project? | * Inform teams: One person in each team is responsible for recording in the Task Log at the beginning and the end of each working class.
* Share the [Student Copy Task Log](https://blossoms.mit.edu/sites/default/files/project/page_files/Day-3-Student-Task-Log-Make-a-Copy.pdf) document and make a simple entry for what this specific task at that moment is--writing in the task log is a task. Initialize it, date it and have teams do the same. They will do this for every task in their work.
* Teams are introduced to the [Team Contract](https://blossoms.mit.edu/sites/default/files/project/page_files/Day-3-Blank-Team-Contract.pdf). Have them fill out all information in the contract.
* There’s a section that describes when we “slip out” of our perfect agreements. It’s important to emphasize this part--ask students to reflect on their own weaknesses before the project and have their teams help them.
* Make sure everyone can access this and emphasize that before each project time, they review their agreements and work on changing them if they notice anything should be changed.
* Handout the [Rubric](https://blossoms.mit.edu/sites/default/files/project/page_files/Day-3-Rubric.pdf) and go through each section. We suggest shifting the rubric as best needed for you and your class.
* We suggest a simple presentation in the background while teams are presenting their final process or product to the user, even a one slide or simple poster so they have a backdrop for the audience to focus on. This should show the 4 stages the teams went through as a sort of recording of their journey. The task log can help them keep track of their work.
* Encourage students to focus on the process of their work to showcase during their presentation including recordings, photos, task log challenges, etc.
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**Task Log Example**

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| --- | --- | --- | --- | --- | --- |
| Start Date | What needs to be done? | Identify all:problems, processes, solutions, conflicts/issues. | Who is doing this? (initials) | Check here once done | Date done |
| 11.1 | Enter in my first task | The task is writing in the task log! | TC | X |  |
| 11.2 | Learn about Task Log.Discover our Driving Question.  | We will first learn about how to use the Task log and its purpose.We will explore our driving question and understand a broad idea of what it means for our long-term project. | TL, JD | X | 11.2 |
| 11.3 | Identify the user for our team. | We found we wanted to help the Boys & Girls Club. Terry had a list that was not similar to ours, so we had a longer talk about his list and discussed the pros and cons of all of our items. We found out how close Boys & Girls Club was and that they did have a few simple needs we could likely help with, so we all agreed on the Boys & Girls Club. | TL, JD, IR, MP | X | 11.3 |
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