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, Team Contract review PBL Tools found at https://blossoms.mit.edu/project_based_learning_tools_0.

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

Materials & Setup:
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

Activity:

Overview	Details
Model Task Log Question: What tools exist to keep your projects on task?	● 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 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.
Team Contracts Question: Have you ever run into group project challenges because of the peer work? How do we overcome this?	● Teams are introduced to the Team Contract. 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.

Task Log Example

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 our topic	We found similar interest in our group the average age to buy a home was 32 years old. We are going to focus on this topic as our interest.	TL, JD, IR, MP	X	11.3