Time:
10 minutes

Overview:
In this lesson, you as the teacher will demonstrate how to submit an entry in the Task Log. Then one student in each team will submit their own entry. The Task Log helps students keep track of their work progress. It also helps the teacher keep track of the teams' work.

Note: Each task ("What needs to get done?") in the Task log will ultimately be the **objective of each lesson.** For a detailed background on the Task Log and its benefits and long-term use, visit the PBL Tools link.

Objective:
Students will be able to use and maintain the Task Log.

Materials & Setup:
Each student gets a student copy of the Task Log.

Activity:

10 minutes:
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.

Teacher demonstrates:
- Share the student copy of the Task Log, one student per team has the original copy. They share an edit-right version to each member in their team. Or print a blank document and use post-it notes.
- Show your screen on a projector. Demonstrate today's date and the task which is the objective: "We will use and maintain our Task log." Add in any other details you want to know about each team.
- This is done at the start and end of each class.

Students make their log:
- Choose the recorder in their group, and have a backup recorder assigned.
- Circulate around the teams and see that they are submitting their logs correctly.
- Once complete, move onto the next demonstration.

Task Log Example

Team Agreements:

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
11.7	Enter in my first task				
11.4	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 | 11.4 |
| 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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