Step 1: Becoming a Team

Complete this sheet and provide a copy for every team member.

1. Create a group name.

2. Record each team member’s **first and last names** as they will appear on the final product followed by preferred **phone number, email address, and available times for meeting either in-person or virtually**. Also note any times when a member may be unavailable for an extended period of time during the course of this project.

3. Indicate who will keep the minutes of group meetings and where these will be made available to group members.

4. Indicate how and where the group will share information, which may include research, bibliography, notes, or drafts.
5. List any special knowledge or abilities group members may have that might contribute to the final product.

6. List five guidelines for working together as a group. Consider how you will interact with each other, how you will handle leadership tasks, how you will deal with team members who do not fulfill responsibilities, and how you will accommodate any special needs.

   A.
   B.
   C.
   D.
   E.

7. Create a “mission statement” for your group. This statement should reflect your values (the qualities you believe will lead to success), your purpose (the task your group is assigned to complete), and your vision (the ultimate goal you seek to achieve).
8. On a separate page, create a calendar. Include established due dates as well as interim goals (deadlines for completed research, outlines, first drafts, etc.)