**EDD 104: Technical Communications II Class 2: Student Task List**

**Objective:** Students will **practice** using APA format; **develop** a list of topics to **research** to better **understand** essential elements of the project; **perform** professional and reliable research and **document** that research.

**Class Agenda:**

* Team Formation
  + PL create a team folder in OneDrive or Google Drive
  + PL create contact a document for contact information- phone/campus address
* Brainstorming Demonstration
* Review of Research Table

**Project Lead Task List (Brainstorming):**

* Model after the class demonstration
* Stand at the wall and go through the Project Description process as a team
* Jot on the wall, or open a group page in Google docs to do in real time and generate topics
* Assign ONE person to complete a Project Description Analysis as you work as a team and upload it to the shared folder;
* Assign a person to take a pic of the wall and upload it
* Choose Evaluation Criteria from the provided list that you feel best suit your project.
* Assign each team member a different Evaluation Criteria to research (this means that the number of Evaluation Criteria should be greater than or equal to the number of team members).

**Project Lead Task List:**

* Create a folder in the team folder titled “Research Documents”
* Make sure all team members know they must upload all pertinent documents to the folder every week
* Maintain communication throughout the week
  + Generate a discussion about research being completed
  + What are others finding?
  + Provide guidance as to how to find the best articles and/or how to evaluate research
* **Create the first round of a Gantt Chart**
* **Create a TMM (with a screenshot of the Gantt Chart for this week)**

**Homework:**

**Due before Class 3 uploaded to MyCourses- TURNITIN LINK- Week 2**

* Research Table: must have three entries. You will be graded based on the QUALITY, CONTENT and MEANING of your research (see rubric).

**Due before the beginning of every class for the rest of the semester:**

* **All Team Members (including PL):** Team Assessment using provided Google Form link
* **PL:** Send a professional email to the UCAs (CC instructor if requested by your instructor) and attach a PDF of the TMM with Gantt Chart screenshot for the week you were project lead for.