Assignment Process Flow

Choose the Lead

- Lead is chosen by the Team during an Admin meeting
- Selection is based on interest and equity

Create an Assignment Plan

- Lead creates a draft assignment plan
- Lead presents the plan for discussion and approval at an Admin meeting
- Team approves the assignment plan

Individual and/or Group work

- Various individuals or sub groups work on the assignment as planned
- All come to the working session with pre-work completed and are "prepared to go first"

The Working Session

- Chair — Manages time and participation
- Lead — Facilitates the session, takes work away for compilation
- Second — Takes notes for the Lead
- Individuals or Sub groups — Present work to the rest of the team for review, discussion, agreement, etc.

Write the Assignment

80%
↓
95%
↓
100%

- Lead works on draft to approx. 80% level, sends to Second for review
- Second reviews draft, sends feedback to the Lead
- Lead incorporates Second's feedback, takes draft to 95%
- Lead sends 95% draft to team for review
- Team reviews draft, sends feedback to the Lead
- Lead considers Team's feedback, takes assignment to 100%
- Lead submits to University before due date/time, posts final submission to team room

Debrief the Process

- Team debriefs assignment process as soon as possible after submission
- Team discusses what worked, what didn't work and what could be done differently next time