**Milestone 1**

Team roles:

* Owen (Recorder)
* Irene (Time-keeper)
* Shannon (Co-Leader)
* Kenil (Discussion Facilitator)
* Marie (Co-Leader)

Master list of skills:

Owen:

* Editing
* Public Speaking
* Proofreading

Irene:

* Graphics
* Document Design
* Powerpoints

Shannon:

* Writing
* Drafting
* Research

Kenil:

* Online research
* Analyzing data
* Editing

Marie:

* Organizing
* Responsibility
* Revising

Goal(s):

Our common goals are to improve our teamwork skills and do well on our report.

1. We will meet on Wednesdays (and/or Friday’s as needed) from 2:30 to 3:30 in a library study room.
2. In case a team member is absent, the remaining members will work together to make up for the absence and inform absent team member.
3. Bylaw: Members are required to complete tasks they committed to. (From “Talent Gear: Set ground rules for great teams”)
4. Tip: Transparency enforces accountability (Idea From “Google’s Project Aristotle: What Makes for Strong Teams?”)