# BSBXTW301 Task Brief

For this assessment task you will complete a small project while working in a group. The project will need to be divided up in to tasks that can be assigned to specific members of your group. Your group will need to hold group meetings and coordinate your efforts so that your project can be completed according to requirements in the time allocated.

Skills Strategies International will hold their annual conference for teachers of Certificate courses in June 2025. SSI are offering an exhibition space for schools to showcase their sustainability projects and initiatives. For your group project, you are required to prepare and create a suitable display. This display will be viewed by teachers during breaks in the conference throughout the day. Your display can look at what the school is doing to be sustainable in areas such as, recycling, using recycled materials, power conservation etc. It can be presented in any way that would be suitable for a conference display, using any techniques you would like to use. Some ideas could be:

* An informative poster
* A video presentation
* A web page visitors could browse on a computer screen
* A diorama

## Things for your group to consider

* What software will you use to create your display?
* What relevant skills do members of your group have?
* How much information would be a good amount to put on display?
* Which information would be best to include in the poster and how would you obtain this information?
* What images or diagrams would be useful to include?
* Other design considerations such as colours, background, fonts.

Each group member needs to submit evidence of their work. For example, photos of your completed display or a copy of your digital display. You should also submit copies of notes, drafts etc. Include descriptions / evidence of any collaborative tools you have used in your team (such as Microsoft Teams or One Note). Your group also needs to create a Gantt chart breaking down the parts of the project in to tasks and showing the sequence of tasks.