**Group work/Project Charters, Task Schedules**

Notes below – Maria (referred from GCC now that there isn’t a GCC, current PhD student).

Enclosed please find the links to the two modules that students need to complete prior to the in-class team workshop (Module 3).

Module 1 (Team Charters):  <http://cmu.ca1.qualtrics.com/jfe/form/SV_2tux8nwrC5brTIV>

Module 2 (Task Schedules): <http://cmu.ca1.qualtrics.com/jfe/form/SV_513aWufADrE2oIt>

A few reminders/things to note:

* Both Module 1 and Module 2 should be *independently* and *individually* completed by each student.  Later--during the in-class portion of the workshop--students will be working alongside their team members to compare these individual ideas and then come up with mutually agreed-upon team documents.
* Module 1 should take students about 30 minutes to complete.  Module 2 should take them between 30 mins to 1 hour (depending on the level of detail they wish to include in their task schedules).
* Modules 1 & 2 both have the updated assignment description uploaded to the survey.
* Once students complete each module, I ask that they save their answers in a pdf (there will be an option at the end of the survey to download a report).  This report will be used both during the in-class workshop AND it is one they can send to you as proof of completion.  If there are any issues, you can always email me and I'll provide the data to you.
* I will leave it up to you as to when you'd like to assign the modules.  Some instructors have assigned both at once.  Others have spread them out over a week/2 weeks.  I suggest not assigning them too far in advance as students will then spend valuable in-class time trying to recall what they said in each module.

If you have any questions at all in the meantime, please don't hesitate to reach out!  I will be in touch soon about the in-class portion of the workshop.

Team completed the workshops, pre-work, post-work.

Home work assignment – Team Charters,

In class – covered RACI, WBS with examples (data science, Microsoft project plan)

Provided templates for all of above, covered with Status Reporting, weekly cadence.

Assigned weekly checkpoint/submitting summary docs – maintained charters, project plans, timesheets, and status reports – rotating SPOC for status submission.

Feedback to each group weekly – 10/2 through 12/11.