

Group Project Checklist

Keep your team on track from start to finish

Name: _____ Class: _____ Date due: _____

Group name: _____ Teacher: _____

1. Our team

Team member	Job on the team

2. Before we start

- | | |
|---|---|
| ☐ We read the assignment and the rubric together | ☐ Everyone knows the due date |
| ☐ We chose a job for each person | ☐ We listed the materials we need |
| ☐ We made a plan for our work time | ☐ We agreed how to share files and notes |

3. Task tracker

What needs to be done	Who	Due	Done
			☐
			☐
			☐
			☐
			☐
			☐

4. Before we turn it in

- | | |
|--|--|
| ☐ Every member did a fair share | ☐ All sources are listed |
| ☐ We proofread together | ☐ We practiced the presentation |
| ☐ We checked the rubric one last time | ☐ Every name is on the work |

Notes and questions for the teacher
