

Helpful Hints

Leader—Make sure everyone in the group exchanges contact information (phone/email). Make sure everyone signs up for specific tasks; one person per abstract, etc. You will be responsible to make sure everyone is doing the tasks they sign up for.

Record Keeper—Keep track of the following information for every meeting—

who is present, what you discussed, what you accomplished, how long you met, what problems you encountered, what steps you took to solve the problems, and what technology you used

These notes need to be typed up and turned in on the due date.

Bibliographer—You will need to collect everyone’s bibliography information and you will need to put them all together in one document. Make sure it is all in MLA format and alphabetized.

Presentation Outline—Before your group presents, you will have to type up an outline of what your group will be presenting to the class. You will have to make copies for everyone in the class. (this is similar to the “overview” slide in a presentation).