

TO ENGLISH 402
FROM: SUZANNE WEBB, INSTRUCTOR
RE: WEEK 9 AGENDA
DATE: MARCH 3, 2013

GETTING MOVING ON PORTFOLIO 2

This team project requires first and foremost---communication amongst your team! Sometimes things will happen (babies being born or family emergencies for instance) that will temporarily keep some of you from your obligations---You must make sure to **inform your team** if something comes up! Inform me too, of course, but **tell your team immediately** if you need to reschedule a meeting or the date of a deliverable. They are your PARTNERS in this project and its success hinges on everyone's open and frequent communication.

[PORTFOLIO 2 <----the assignment sheet is linked here!](#)

Besides the 3 final deliverables for this project (the Proposal, the RFP, and the Self-assessment (reflection), I also require a **RESEARCH PROPOSAL** from your team to get started (this is a 1-page overview of your project for Portfolio 2).

[Research Proposal Template Here.](#)

The Research Proposal is due (emailed to me at suzanne.webb@wsu.edu) anytime between now and **11:59 pm on MAR 10.**

NOTE: Don't confuse this short, 1-page project proposal with the proposal you are creating (based on your book's examples) for the portfolio. Two very different (length) proposals!

Helpful Resources from the assignment sheet for Portfolio 2:

ON TEAM PROJECTS & TEAM BUILDING

[10 QUALITIES OF AN EFFECTIVE TEAM PLAYER](#)

[HOW TO BUILD A TEAM CULTURE](#)

[TOP 9 TIPS FOR BETTER TEAMWORK](#)

[HOW TO WORK WELL IN A TEAM ENVIRONMENT](#)

[7 KEYS TO BUILDING GREAT WORK TEAMS](#)

[LEARNING EFFECTIVELY THROUGH GROUPWORK](#)

GROUP PROJECT ORGANIZER

THREE STEPS FOR MAKING GROUP DECISIONS:

(such as when delegating, drafting or designing together)

1. Propose
2. Deliberate
3. Ratify

Repeat these steps for each idea that could potentially effect the others' workflow. For lower level things (like editing, etc) you don't need to.

Now, next week is spring break. (Yay! Spring Break!) I require the 1-page proposal before break starts. Now, you do not need to know everything about this potential project to propose it to me. As a matter of fact, you may have some questions and still be unsure exactly how to proceed. This short research proposal may help you iron out some of the details. I may have some suggestions to help you do that as well. Get me your team's proposal by 11:59 pm on Sunday the 10th, so that I can help you and guide you. That's what I'm here for.

NOTE: CC YOUR WHOLE TEAM on any emails to me. I can hit "REPLY ALL." This way everyone knows everything that's going on. If you write to me, include the team number as well, unless, of course, it's of a personal nature :)

That's it from here. I won't post an agenda next Sunday. As always, email me if you have ANY questions.

Thanks!
Sue