

Team Project Planning Sheet

Team Name/Number _____ **Chapter** _____

Check off the category you were assigned for this chapter.

- Vocabulary Development Main Ideas/Takeaways Quiz
 Current Event/News Report Creative Tech Connection

Team Member Attendance **Day 1** **Day 2** **Day 3** **Present Day**

Dates: _____ _____ _____ _____

Check if member is present and participating

Team Member Attendance	Day 1	Day 2	Day 3	Present Day
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Day 1 Planning Progress: _____

Day 2 Planning Progress: _____

Day 3 Planning Progress: _____

Supplies Needed for presentation day:

Who is in charge of gathering?

_____	➡	_____
_____	➡	_____
_____	➡	_____

Summary of Presentation: _____

Team Project Rubric

Weight	Introduction & Reason for choice	Participation During Planning & Presentation	Presentation	information	Engaging	Team Planning Form
5	Team introduces presentation and gives a clear reason they chose this mode of presentation.	All team members played a meaningful role during planning and during the team's presentation.	Presentation has strong and accurate applications to current topic and category assigned to team.	Clear, complete, accurate and relevant information is provided throughout the presentation.	Presentation involves participation and engagement from entire class.	Team updated <i>Team Planning Form</i> on each day of team planning. Team completed summary on time.
4	Team introduces presentation but does not give a clear reason they chose this mode of presentation.	Most team members played a meaningful role during planning and during the team's presentation.	Presentation has moderate applications to current topic or category assigned to team.	Most information is clear, accurate and relevant. One or two pieces of information are unclear, missing or irrelevant.	Presentation involves participation and engagement from most of the class.	Team updated <i>Team Planning Form</i> on all but one day of team planning or Team completed all except the project summary on time.
3	Team briefly introduces presentation but with no reason for choosing this mode of presentation.	Few team members played a meaningful role during planning and during the team's presentation.	Presentation vaguely applies to the current topic or category assigned to team.	Some information is clear, accurate and relevant. Three or four pieces of information are unclear, missing, inaccurate or irrelevant.	Presentation involves participation and engagement from less than half of the class.	Team updated <i>Team Planning Form</i> on only one day of team planning and completed summary on time.
2	Team gives no introduction but explains reasoning for choosing this mode of presentation	Team members did little planning and failed to complete their project	Presentation has little to no relationship to the current topic or category assigned to team.	Few pieces of clear, accurate and relevant information are provided in the presentation.	Presentation involves participation and engagement from very little of the class.	Team did not update <i>Team Planning Form</i> at all but completed summary on time.
1	Team gives no introduction or reason for choosing this mode of presentation.	Team members failed to plan and/or present their project.	Presentation is completely off topic or category assigned to team.	The presentation did not contain any clear, accurate and relevant information.	Presentation involves participation and engagement from none of the class.	Team did not update <i>Team Planning Form</i> at all and did not complete summary on time.