

Team Work Contract

Team: Annaka, Sovann, Zahra, Kara

Date: Sept 15, 2022

Project Overview:

Analyzing the external comms of a non-profit and then creating templates for that non-profit to use in the future.

People Overview:

Who is good at what things? How will you break down the tasks? Will there be a group leader? Does the amount of work need to be equal, or will some people do more than others?

Sovann

- My main strengths are writing, editing, and researching but I am also capable of designing. Design is not my strength though.

Zahra:

- My strengths are researching and organizing information.

Annaka:

- Strengths: Writing, copyediting, design

Kara:

- Strengths: Technical writing, editing, management?

Work Contract:

Who will do what?

- Rhetorical Analysis: we will each select one of the four parts to complete
 - Kara: Instagram
 - Annaka: Annual Report
 - Zahra: Job ads at 2 levels
 - Sovann: Volunteer campaign
- External Template Creation:
 - Kara: Instagram
 - Sovann: Apology Letter
 - Zahra: 3 job ads
- Presentation: collaborative

When will you meet outside of class for synchronous work?

- Thursdays before or after class and weekends

How will you complete asynchronous work?

- On our own time, but within the predefined deadlines.

How will you hold each other accountable?

- Check in through the group me and in-class

What will happen if someone disappears (or gets sick, etc.)?

- Contact them through group me, then slack, then email if they don't respond. If they are still not responding, ask KB to send an email.