

Creating Your Mission Folder Plan

Teamwork and planning are key for a successful Mission Folder. When working as a team it is important to create a plan that helps you stay organized and on track. A project plan should outline the role of each team member, detailing the specific steps necessary to complete your project and deadlines for each step.

Here are some helpful tips to consider when creating your project plan:

- Once you have established your team and identified all team members, hold a meeting to introduce everyone and talk about individual and team goals. What does your team hope to accomplish?
- Set rules that everyone must follow when working together or having a team meeting.
- Agree on each individual team members' task(s). Your team can trade-off doing things, so everyone shares the work and learns to do new things. Make a list of all the tasks that need to be done to submit your Mission Folder and put them in order of when they need to be completed. After you create this list, assign different team members to each task. Some examples might be:
 - Who will remind the team about meetings?
 - Who will be responsible for each part of the Mission Folder?
 - Who will be responsible for keeping track of data?
 - Who will get materials ready for the experiment?
 - Who will take notes during the experiment?
 - Who will create charts and graphs?
- Schedule regular meetings for the team to discuss the progress of your Mission Folder. At these meetings, discuss what is going well and what things might need to be improved or modified.

Try an activity [here](#)!