

College group project checklist

Use this checklist at each handoff and again before submission. Discuss unresolved items with the owner.

Before starting

- ☐ Read the rubric and record both deadlines
- ☐ Agree on the question and roles
- ☐ Book review and rehearsal sessions

Research

- ☐ Post source notes with relevant passages
- ☐ Check credibility and local relevance
- ☐ Identify evidence gaps and limitations

Slide creation

- ☐ Use the agreed outline and theme
- ☐ Add sources and speaker notes
- ☐ Complete sections before the merge deadline

Group review

- ☐ Review a partner's slides
- ☐ Resolve factual and formatting corrections
- ☐ Check the complete deck against the rubric

Presentation rehearsal

- ☐ Rehearse twice as a group
- ☐ Time sections and practice transitions
- ☐ Test slides and assign a backup speaker

Final submission

- ☐ Reopen the required export
- ☐ Verify the uploaded file and receipt
- ☐ Keep the final deck and notes offline