

Group role assignment

Filled example for a three-student campus food-waste presentation. All students research, draft, review, and present. Status below is a planning example.

Student	Responsibility	Deliverable	Deadline	Status	Reviewer
Maya	Coordination and argument	Brief, outline, context research, recommendation	Days 1, 5, 7	Not started	Jordan
Jordan	Evidence and citations	Options research, source register, citation review	Days 4, 7, 9	Not started	Elena
Elena	Slide design and submission	Comparison research, master deck, export and upload	Days 4, 8, 13	Not started	Maya

Workload check

Include research, writing, design, citation review, and submission effort when comparing responsibilities. Time each speaker during rehearsal.

Review cycle: Jordan checks Maya's work; Elena checks Jordan's work; Maya checks Elena's work.

Example question: How Can Universities Reduce Campus Food Waste?

Your group role assignment

Fill in the assignment topic and deadlines together. Give every deliverable one owner and one review partner.

Assignment topic _____ Presentation date _____

Student	Responsibility	Deliverable	Deadline	Status	Reviewer

Communication channel _____

Agreed reply window _____

Next group review date _____

14 day presentation timeline

Replace day numbers with calendar dates. Move the submission milestone earlier if your instructor requires it. Check each output before marking it done.

Day	Milestone	Owner	Output
1	Agree on brief, availability, roles	Maya coordinates; all confirm	Approved one-page plan
2	Divide research questions and source needs	Jordan coordinates	Research map with named owners
3-4	Read and record evidence	Each student	Source notes posted by day 4
5	Approve the argument and slide outline	Maya; all review	One agreed 10-slide outline
6-7	Draft assigned slides and speaking notes	Each student	Complete sections by day 7
8	Assemble one consistent master deck	Elena	Whole deck ready for review
9	Review claims, citations, and rubric	Jordan coordinates; review partners check	Specific correction list
10	Resolve the review findings	Each owner; Elena integrates	Revised deck
11	First timed group rehearsal	Maya tracks time; all speak	Timing and transition notes
12	Second rehearsal and technology check	Elena handles slides; all rehearse	Checked delivery and backup plan
13	Export, reopen, submit, verify receipt	Elena submits; Jordan verifies	Correct file and submission confirmation
14	Present and answer questions	All three	Final presentation

Your presentation schedule

Enter dates and owners. Completed means the output is available and reviewed.

Done	Date	Milestone	Owner	Output	Reviewer
[]		Brief and roles			
[]		Research map			
[]		Source notes			
[]		Outline approved			
[]		Slide drafts			
[]		Master deck			
[]		Peer review			
[]		Revisions			
[]		Rehearsal 1			
[]		Rehearsal 2			
[]		Export and submit			
[]		Present			

Official upload deadline _____ Presentation date _____

Group check-in method _____ Editing stops _____

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

Group presentation slide outline

Plan the purpose, owner, evidence, and spoken explanation for each slide. Adapt the structure to your rubric.

1 Question and roadmap

Your slide title _____
Purpose _____ Owner _____ Reviewer _____
Sources and citation details _____
Speaking notes _____

2 Context

Your slide title _____
Purpose _____ Owner _____ Reviewer _____
Sources and citation details _____
Speaking notes _____

3 Scope and definitions

Your slide title _____
Purpose _____ Owner _____ Reviewer _____
Sources and citation details _____
Speaking notes _____

4 First option or finding

Your slide title _____
Purpose _____ Owner _____ Reviewer _____
Sources and citation details _____
Speaking notes _____

5 Second option or finding

Your slide title _____
Purpose _____ Owner _____ Reviewer _____
Sources and citation details _____
Speaking notes _____

Slide outline continued

Slides 6 to 10. Keep sources traceable and make limitations visible.

6 Third option or finding

Your slide title _____
Purpose _____ Owner _____ Reviewer _____
Sources and citation details _____
Speaking notes _____

7 Comparison or synthesis

Your slide title _____
Purpose _____ Owner _____ Reviewer _____
Sources and citation details _____
Speaking notes _____

8 Recommendation or main conclusion

Your slide title _____
Purpose _____ Owner _____ Reviewer _____
Sources and citation details _____
Speaking notes _____

9 Next steps and limitations

Your slide title _____
Purpose _____ Owner _____ Reviewer _____
Sources and citation details _____
Speaking notes _____

10 References and questions

Your slide title _____
Purpose _____ Owner _____ Reviewer _____
Sources and citation details _____
Speaking notes _____
