

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 _____