**Daily Lesson Plan - 3/1**

Week 3

Day 1 - Teams meet

Materials Needed:

 Organizational Timeline

 Organizational Chart of teams

Length of Lesson:1 day (with follow up day)

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| **Minutes** | **Activity** |
| *Guidance* | *This is where you establish your pattern for communicating and facilitating the PBL. As the facilitator, your role is to navigate the progress of the PBL, but not to “drive the bus.”* |
| Introduction5 minutes | Now that we have our teams, we can begin working on our PBL. Project Leaders meet once a week to update everyone on the progress of their teams and Teams meet once or twice a week to make decisions and to work on their projects. Today we will meet with both teams. First, the individual team departments will meet and to get to know one another. Your goal is to write up as a department what you see as the most important things for your department to be working on and put them in an order based on the timeline. You can also decide who will be working on what aspect of the project. Project Leaders, these are your notes. And this is also what the Project Leader will report in the Project Leader meeting that we will conduct in the 2nd half of class.  |
| 10 - 20 minutes - project leaders meet with teams | Teams meet separately -- be sure there is enough separation of teams so they are not distracting one another.* They should review the timeline and the responsibilities of the department.
* They can use sticky notes or can write on flipchart paper what they see as their next steps.
* The project leader takes an active role facilitating input from everyone on the team.
* The project leader needs to have written ideas to take to the Project Leader Meeting

Gather space together so the project leaders can meet but are easily viewed and heard by the rest of the class. |
| *Guidance* | *While teams are meeting, consider they are using the brainstorming guidelines of IDEO -- don’t shut down ideas, give everyone a voice, etc) Gentle reminding is helpful to coach leaders at this stage.* *A scribe or secretary is helpful in meetings. Look at the organization of your leaders and make a note of who may need future assistance in this area.*  |
| Open Facilitation of Project Leader Meeting20 minutes | Specialist says to the class:Usually project leader meetings don’t need everyone to attend. But so that everyone knows what is discussed among the project leaders, I want you to watch and listen in on the first meeting. For this first meeting, I will acts as facilitator. (To the project leaders) My goal is that you’ll run this yourselves (it could be that you have a CEO).Just as we did in our small teams, let’s talk about priorities in our PBL--not for our individual groups, but for the entire project. Who will share? (Write up information on flip chart first, then facilitate a discussion numbering them in priority order based on the timeline that is projected) For example, logo and branding might be higher consideration. Finding a guest speaker or location to learn about selecting and sorting clothing is a higher priority than actually collecting items. Once as a team you have prioritized these items, then move from team to team discussing what each team will be working on in the next week. Ask them how they will set deadlines and who is accountable. |
| Review/Preview | Today we met as a team to set our goals for our PBL. Each week we will meet as a team and project leaders will meet, either with all of you or just in a small group, to report on progress.  |