

ENL 266: Team Project Report

Overview. Throughout the term, we have discussed how writers adapt content, organization, style, and design to meet the specific needs of their readers. During the iFixit project, you applied these concepts, working with your team to meet the needs of iFixit and its global audience. We have also discussed collaboration and collaborative writing strategies. For your final report, review your team's accomplishments, using the criteria outlined below to bring together concepts used during the project and that can extend.

Specifics. Write a 2-page, single-spaced memo in which you complete the following three parts:

1. Write detailed comments about how your team adapted the content, organization, style and design of your replacement/repair guides to meet readers' needs. Be specific and use examples to show the attention you gave to writing for iFixit and its readers.
2. Write detailed comments about your team role. After reviewing the team roles outlined in Chapter 3, describe the role or roles that you played. In addition, discuss your contributions to the project. Be specific, using examples to support your claims.
3. Assess the contributions of your team members, rating each team member's participation, according to the following criteria. Evaluate each item for each team member, including yourself, on a scale of 1–10 (10 is highest). You may want to create a table to manage this information.
 - Attended team meetings
 - Did his/her share of the project
 - Contributed good ideas
 - Respected the ideas of others
 - Handled conflict and stress
 - Communicated with team
 - Overall participation rating
4. Conclude by considering what aspects of this project you can apply to other classes or even to your future profession.

As you draft your memo, consider how you might use headings, lists, tables, introductions, etc. to lead your readers through your document. Remember to use strong paragraph structures, making claims and supporting those claims with evidence. Be aware of your word choices, and pay attention to page design, creating a readable, professional, and thoughtful document about your experiences in this class.

Due on the last day of class, your report will be evaluated on its content, organization, style, and design. If you have any questions, please ask.