# ACADEMIC LIBRARY GROUP 2

| **Project Name:** | Group Collection and Publicity Project |
|---|---|
| **Due Date:** | November 19, 2020 |

## Group Members

| Name | Strengths | Role | Contact info |
|---|---|---|---|
| Abby Schleifer | Writing, detail oriented, organized | Team Builder/Strategist (depending) | alschlei@uncg.edu |
| Bethany Wyrick | Detail-oriented, organized | Executer | b_meyer@uncg.edu |
| Brooke Taylor | Adaptability | Team Builder | bktaylo3@uncg.edu |
| Christine Lloyd | Communication | Influencer | cjlloyd2@uncg.edu |
| Marissa Silva | Analytical | Strategist | mksilva@uncg.edu |

**Role Definitions:**

*Team Builder (Abby & Brooke):* Speaks up first in group meetings until everyone feels comfortable. Initiates conversation by asking questions, prompting individuals to make sure each person is speaking equal amounts. Doesn't allow anyone to be left out of helping.

*Executer (Bethany):* Brings abstract ideas into reality, tackles tasks.

*Influencer (Christine):* Communicates to the group through email and also helps represent the group as a whole to the professor / class. Rephrases ideas if there are miscommunications between two group members. Clarifies things during general confusion.

*Strategist (Marissa/Abby):* Producing different ways an idea could be finished. Helps to brainstorm and motivate others into creating new solutions.

# Group Member Descriptions

Bethany:

- Received BA in Communication Studies from Pfeiffer University in 2013
- Currently works as EDI Coordinator in an IT department for a company that manufactures air filters in Hickory, NC
- Interested in either public libraries or archives


Brooke:

- BA in Music Education, UNC Charlotte 1999
- Branch Manager, Rowan Public Library
- Continued work in Public Library and/or Academic Music Library


Christine:

- BA from UNC Chapel Hill in English & Creative Writing
- Works at the Teaching Resource Center at UNCG; lives in Greensboro, NC
- Would like to work in a public library -- graduating this fall


Marissa:

- Received BA in History from the University of North Carolina at Chapel Hill in 2013
- Works as a teacher in Sanford, NC
- Would like to work in a public or academic library

# ⚑ Project Tasks

| Task name | Target date | Member |
|---|---|---|
| Introduction to Team Members | 9/3/2020 | ALL |
| Project Planning/Assign Roles/Create Deadlines | 9/15/2020 | ALL |
| Research other LibGuides / Academic Libraries | Ongoing | ALL |
| Group Formation/Project Plan template | 9/16/2020 | Bethany |
| Decide on theme | Ongoing | ALL |
| LibGuide page creation | 9/10/2020 | Bethany |
| LibGuide page maintenance | Ongoing | Bethany |
| Individual Collections Sample A | 10/14/2020 | ALL |
| Main page description | 10/26/2020 | pending |
| Main page introduction (about us) | 10/26/2020 | Marissa |
| 3-minute audiovisual presentation | 11/19/2020 | Christine |
| User Definition 2-5 page paper | 10/7/2020 | Brooke |
| "About Us" page layout | 10/25/2020 | Bethany |
| Complete Individual Collection (15 sources) | 11/9/2020 | ALL |
| "About us" individual page maintenance | 10/25/2020 | ALL |
| Check for grammar/spelling errors | Ongoing | Marissa |
| Submit all work via Canvas | Ongoing | pending |
| References page | 11/4/2020 | pending |
| Publicity for the Collections | 11/18/2020 | ALL |
| Communicate with team about due dates | Prior to due date | Christine |

# 📅 Tracking calendar

| | September | October | November |
|---|---|---|---|
| 1 | | Group meeting | |
| 2 | Group meeting | | |
| 3 | Introductions | | |
| 4 | | | Complete references page |
| 5 | | | Group meeting |
| 6 | | | |
| 7 | | Part 2: User Definition | |
| 8 | | Group meeting | |
| 9 | | | Part 3B: Complete Individual Collection |
| 10 | Group meeting | | |
| 11 | | | |
| 12 | | | Group meeting |
| 13 | | | |
| 14 | | Part 3A: Sample Individual Collection | |
| 15 | Role Assignments | Group meeting | |
| 16 | Part 1: Project Plan | | |
| 17 | Group meeting | | |
| 18 | | | |
| 19 | | | Part 5: Publicity |
| 20 | | | |
| 21 | | | |
| 22 | | Group meeting | |
| 23 | | | |
| 24 | Group meeting | | |
| 25 | | "About Us" individual pages due | |
| 26 | | Part 4: About Us page | |
| 27 | | | |
| 28 | | | |
| 29 | | Group meeting | |
| 30 | | | |
| 31 | | | |

# 📖 Team Policies

1. **Keep communication open. Stay in touch with team members via email, Canvas discussion boards, etc.**

2. **Work is due the day before the official due date posted in Canvas.**

   > If a group member is not able to meet this deadline, they will communicate this with other group members.

3. **If a team member does not participate, they will not receive credit for group work.**

   > Participation includes updating documents on group drive, communicating on group discussion boards, etc.

   > Non-participation will result in a conversation with Dr. Bird.

4. **Group members can meet following class meetings to discuss project progress.**

   > If additional meetings are needed, class members will communicate via Canvas to set up.

5. **If work is still missing 2 days before the assignment is due, an email will be sent to all team members reminding them of the missing work.**