

JAMMF Action Plan

Goal 1	Action Steps	Potential Barriers & Solutions	Complete Date (Estimated/ Actual)	
Meet weekly before our workshop outside of class.	1. Learn each other's schedules.	<ul style="list-style-type: none"> • Miscommunication on location, date, time of meetings. Everyone will confirm they have the correct information before the meeting. • Busy schedule with other classes, clubs, and work. We will inform each other in group chat if something else comes up. • Health, one of us can get sick and not be able to attend. Meetings will be online if one member cannot attend in person. 	Feb 14	
	2. Find a day that works for everyone to meet up.		Feb 18	
	3. Communicate efficiently.		Feb 10	
	4. Follow up with tasks and notes from previous meetings.		Mar 5	
	5. Document meetings ahead of time on Teams calendar.		Mar 5	

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Goal 2	Action Steps	Potential Barriers & Solutions	Complete Date (Estimated/ Actual)	
Personal accountability for tasks given to everyone.	1. Communicate with the team if you are falling behind.	<ul style="list-style-type: none"> • Sickness, other classes, talk to teammates and professors to figure out ways to manage or extend due dates. • Saying yes to additional activities that overlap tasks. Instead, we plan for our respective workloads. • Busy schedules can conflict on when it's a good time to communicate with each other causing delays in response. Turn on notifications 	Mar 5	
	2. Weekly check-ins during meetings.		Mar 5	
	3. Practice our presentation together.		Mar 1	
	4. Ensure all assignments are submitted by their due dates.		Mar 5	
	5. Check each other's work before turning in to ensure high quality work		Feb 28	

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Goal 3	Action Steps	Potential Barriers & Solutions	Complete Date (Estimated/ Actual)	
Achieve sections of the project in a timely manner	1. Check the syllabus for assignment due dates	<ul style="list-style-type: none"> • Forgetfulness, a way to amend that can be setting reminder alarms on phone 	Feb 19	
	2. Build a timeline of when sections are due.	<ul style="list-style-type: none"> • Technological issues/crashes, which can be solved by communicating through the group chat or in-person. 	Feb 19	
	3. Always attend class.		Mar 5	
	4. Finish one section before moving on to the next.	<ul style="list-style-type: none"> • Documents are lost for portions of project. We will ensure all documents are save in Teams 	Mar 5	
	5. Notify each other when someone completes an assignment		Feb 28	

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Goal 4	Action Steps	Potential Barriers & Solutions	Complete Date (Estimated/ Actual)	
Have a PowerPoint and activity completed	1. Agree on a PowerPoint layout.	<ul style="list-style-type: none"> • Disagreement on the layout of the PowerPoint can be solved by discussing each slide. • Technological issues with sharing the PowerPoint slides, which can be solved by saving an original one and updating it. • Cannot attend practice meeting before presentation day can be solved with agreeing on scheduling practice meeting. 	Feb 28	
	2. Each speaker provides their slides to the delegator of the PowerPoint.		Feb 28	
	3. Activity for presentation is agreed upon.		Mar 1	
	4. Practice presentation with PowerPoint slides and activity.		Mar 1	
	5. Submit PowerPoint slides.		Mar 3	