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| **Student Name**Course AssignmentYou are asked to lead a region or national committee that is geographically dispersed.  How will you ensure your success and that of the committee?  What kind of preparations will you make before the first meeting?  How will you plan to meet?  What technology might you use?  How will you help committee members understand their responsibilities?  How will you inspire the members to participate actively?  What barriers might you need to overcome?  What tools will you use for  your meetings?  How will you create an atmosphere that avoids groupthink?  How will you ensure you meet the commander's expectations? Your deliverable can use any appropriate CAP template or be an academic paper using the citation style of your choice. |
| 1. Appropriate CAP or academic paper templates used:
 | \_\_ / 10 pts |
| Notes:  |
| 1. Appropriate grammar, spelling, and readability?
 | \_\_ / 10 pts |
| Notes:  |
| 1. Does the response meet all of the criteria from the initial prompt?
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| 1. Addresses “ensuring success”:
 | \_\_ / 8 pts |
| Notes:  |
| 1. Addresses preparations before initial meeting:
 | \_\_ / 8 pts |
| Notes:  |
| 1. Addresses meeting plans:
 | \_\_ / 8 pts |
| Notes:  |
| 3-d. Addresses technology usage: | \_\_ / 8 pts |
| Notes: |  |
| 3-e. Addresses committee/team assignments and responsibilities: | \_\_ / 8 pts |
| Notes: |  |
| 3-f: Addresses inspiring active participation: | \_\_ / 8 pts |
| Notes |  |
| 3-g. Identifies and problem-solves around potential barriers: | \_\_ / 8 pts |
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| 3-h. Addresses tools used for first meeting: | \_\_ / 8 pts |
| Notes: |  |
| 3-i. Addresses avoiding groupthink: | \_\_ / 8 pts |
| Notes: |
| 3-j: Addresses meeting commander’s intent: | \_\_ / 8 pts |
| Notes: |
| Total: | \_\_ / 100 pts |