



Captains' Checklist

Interval 2
Segment 2

A. Introduction (1 minute)

Introduce yourselves. First one captain, then the other:

- Say your name and state that for this rotation you are one of the cocaptains.
- Turn to the other cocaptain to indicate it is his or her turn to speak.
- Encourage everyone to follow the Code of Cooperation and give reasons why.

B. Team Dynamic Activity (Rotation 1 only, 14 minutes)

Facilitate the team dynamic activity. Introduce it, read it to the other team members, and then lead the team as you try to find a resolution:

1. To introduce the team dynamic activity say that it:
 - Requires careful thinking to decide upon a resolution.
 - Is designed to build teamwork and cooperation.
 - Is designed to make each of us aware of our individual responsibilities as a member of the team.
2. Read the dynamic activity description and follow its instructions.

C. Team Brief (5 minutes)

Facilitate the team challenge activity. Introduce it. Read it aloud to the other team members, and then lead the team to find a resolution:

1. To introduce the challenge, inform the team that:
 - You have received information regarding the team challenge.
 - The team will brainstorm for ideas to resolve the challenge.
 - The team will plan a course of action to reach the goal of solving the challenge.
2. Read the team challenge description.

D. Challenge Questions (15 minutes)

Help focus the team on issues that are important to finding an effective project. Answer the questions on the team challenge summary for each of the top three ideas:

1. Introduce the challenge questions by saying they are a guide to help focus on important characteristics that will shape the final project.
2. As a team, answer the challenge questions directly onto the Team Brief document.

E. Brainstorm Ideas (25 minutes)

Think of as many ways as possible that this challenge may be resolved. Remember that at this point any idea is a good idea:

1. Lead the team to brainstorm ideas to resolve the challenge. Encourage each team member to illustrate ideas on the tabletop if necessary.
2. Sketch ideas from the tabletop and models onto paper.



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F. Idea Selection (10 minutes)

Guide the team through a selection process:

1. As a team, narrow down the brainstorm ideas to three top choices.
2. Compare the positive and negative qualities of each idea.
3. As a team, decide which one of the three ideas is the best based on all considerations.

G. Task List (15 minutes)

Use the task list to guide each Harbor team through the process of determining the tasks that need to be accomplished during Interval 3:

1. Introduce the task list to the team by indicating:
 - The task list is an outline designed to focus efforts toward accomplishing the solution.
 - Each Harbor will set its own schedule, but it must coincide with the other Harbors' schedules.
 - The work must be done by the end of Interval 3.
2. Each Harbor will begin completing its task list by determining the amount of time that will be needed to complete the tasks.
 - Fill in the blanks by listing each task and the estimated time needed to complete it.
3. Next, guide the team in determining and coordinating the tasks of all three Harbor task lists. As a team, determine:
 - What each Harbor needs, when it is needed, and where it can be obtained.
 - What tasks each Harbor needs to accomplish for the final project.
 - When each task needs to be completed.
 - What standards each task needs to meet.
4. After you have reached agreement among the three schedules:
 - Instruct each Harbor team to return to its Harbor.
 - Inform the team that this concludes the planning process and Interval 2. It is now time to apply what was learned in Interval 1 to execute the plan during Interval 3.

After you've completed the above list and your task list, the team is ready to move to Interval 3. Notify your instructor when you are ready.