**COLLABORATIVE GROUP ACTIVITY   
PLANNING TEMPLATE**

**I. Formation of Groups:**

**II. Role Assignments:   
Checker/Timekeeper:**

**Materials Manager:**

**Recorder:**

**Encourager:**

**Reporter:  
Traveler:**

**Other:**

**III. Task:**

**IV. Time Limit:**

**V. Social Skill/Habit of Mind:   
  
VI. Processing:   
*Questions for team and individual reflection***