

Group Work: Strategies

Use this template to document your group's agreements. Aim to discuss these early!

DISCUSSION POINTS	AGREEMENTS
<p>Group meeting times</p> <ul style="list-style-type: none"> • How often do you need to meet? • When and where will you meet? <p>Tip: Pass around a weekly planner for members to block out times when they CANNOT meet.</p> <p>Roles & responsibilities</p> <ul style="list-style-type: none"> • Who will set and organise group meetings? • What are the responsibilities of each member of the group? • What will you DO to ensure meetings are productive? • How will you communicate with each other between meetings? • How will you ensure everyone does their fair share of the work? <p>Tip: This includes reminders about meeting time and place, and noting tasks that each member has agreed to complete in preparation for the meeting.</p>	
<p>Managing the task</p> <ul style="list-style-type: none"> • What tasks do you need to perform in order to successfully complete the assignment? • How will you make sure that all tasks are completed in a timely manner and to a high standard? <p>Tips: Consider sharing rather than delegate roles and check on progress. Also, use an online or 'cloud' platform such as Google Drive so members can view and have input into each other's drafts.</p>	
<p>Managing group interactions</p> <ul style="list-style-type: none"> • What do you expect group members to do when they come to meetings, and what 'meeting behaviour' will you encourage? • What is the strategy if certain group members do not attend meetings or complete tasks? <p>Tip: see the helpsheet on Email Communication.</p>	

Other helpsheets available

- Group Work: Presentations
- Weekly Planner
- Email Communication
- Time Management