Working in Groups Checklist

Understand the purpose of working in groups
- Check all units to see if there is a group assignment
- Be aware of the strengths you bring to the group

Follow the group work essentials
- Know who is in your group and how you will communicate
- Know your group’s ground rules
- Know your group’s meeting schedule and venue
- Know your role within meetings
- Have a record of all meeting minutes

Focus on the group assignment requirements
- Understand the assignment’s requirements
- Use Task Manager to plan specific tasks and deadlines
- Know your tasks and their deadlines
- Use meetings to regularly review progress

Work together effectively online
- Set regular times to meet online
- Be an active participant, read, respond and contribute
- Know how to convey your messages in an online environment

Use effective strategies to overcome problems
- Try to resolve problems as a group
- Contact lecturer or tutor if a problem is unable to be resolved