



Working on a group assignment

Follow these 7 steps to help set your group up for success.

1. Read the instructions

- What is your group expected to produce? For example, a group presentation, report, video, webpage, or poster.
- What is the timeframe? How long do you have to complete the group project?
- Check the marking rubric. How are marks allocated? What do you need to demonstrate to achieve a good grade?

2. Discuss your plan

As a group, discuss:

- what tasks need to be completed for the project
- a timeline of what needs to be completed by when
- how you will assign tasks and responsibilities to group members
- how you want to work together
- what is most important to you as a group.

Creating a group agreement will help you with making these decisions.

3. Create a Group Agreement

Refer to our academic skills resources for a group agreement template. As part of your group agreement, decide:

- how you will collaborate (for example, working in pairs/smaller groups and reporting back to the group)
- how you will communicate with each other and share documents (for example in Teams/OneDrive/WhatsApp/Messenger)
- how often you will check in/meet/report to the group
- what you expect from each other (for example attending meetings, responding to messages, doing the tasks you agree to, keeping in touch with the group, reporting back on progress)
- how you will ensure everyone is included in decision-making
- how you will deal with any disagreements within the group.

For more advice on working together, see our academic skills resources for working in teams.

4. Schedule team meetings

- Create a meeting schedule that works for everyone (if this isn't possible, make sure any absent members are kept in the loop and included in group decisions).
- Specify a start and finish time for meetings.
- Set up a meeting agenda for members to add any items for discussion.
- Schedule meeting roles, including a meeting chair/facilitator (keeps the meeting on track) and a note-taker (takes notes of discussion points, decisions and action items and distributes to the group after the meeting).

5. Managing team meetings

- Rotate meeting roles each time so each member gets to chair/facilitate and take meeting notes.
- **Chair/facilitator:** check in with group members. Ask what is going well, whether there are any challenges, and whether any support is needed. Include everyone in the discussion and decision-making. Keep the meeting on track and ensure the meeting starts and finishes on time (unless members agree to continue the discussion beyond the scheduled time).
- **Note-taker:** make a note of discussion points made by group members and decisions made. Share meeting notes with the group afterwards.
- Ask members to give a brief update on their action items at each meeting.

- Before the end of each meeting, make a list of action items and decide which group member/s will complete these by when (the note-taker should keep a list of action items to share with the group).
- Confirm the date and time for the next meeting and send as a meeting invitation/calendar item to group members.
- Start a new agenda for the next meeting, including any items carried over from the previous meeting.

6. Keep track of the group's progress

- Keep track of the project timeline: tick off tasks as they are completed and review the tasks to be completed.
- Make sure everyone is clear about the action items they are responsible for and the timeframe for completing them.
- Check in regularly with members about their progress on their allocated tasks and any difficulties they are experiencing (including any personal issues impacting on their ability to complete their tasks).
- Ensure group members fulfil their own tasks: each member has a responsibility to contribute to the project and will receive a mark based on their contribution. Completing someone's work for them may implicate you in collusion, which is a form of academic misconduct.

7. Complete final checks before submitting

Each group member should check their own work before submitting their part of the group project.

- Edit and proofread all written work.
- Practise presentations and get feedback.
- Check presentation slides (and proofread carefully).
- Check the submission instructions/guidelines before submitting.

As a group, check the individual contributions fit together in a logical order before you submit.