

## Group Work Checklist

### First meeting

- Come prepared with your laptop, assignment instructions and be ready to take notes.
- Get to know each other for about 5 minutes (ex: do an icebreaker, chat).
- Discuss the project and review assignment instructions together.
- Pick an organizer/leader and meeting note-taker, if needed.
- Decide on the topic or focus of your project.
- Identify initial project tasks, breaking them down into small chunks.
- Divide up the tasks fairly between group members.
- Establish a plan for communication and follow-up:
  - Decide on an app or tool to communicate (ex: MS Teams, Discord, WhatsApp)
  - Decide on an app or tool for compiling or sharing information (ex: Google docs)
  - Determine mini deadlines for tasks
  - Decide on the number of group follow-up meetings (when, where and topic of meetings)
  - Schedule all important dates (follow-up meetings and deadlines) into your individual planner. *Everyone should do this!*
  - Other \_\_\_\_\_
- Before ending the meeting, is everyone clear on their tasks?
- Before ending the meeting, note-taker emails notes to everyone including division of tasks.

TIP: Be open to all opinions, even if they're different from yours, and reach consensus respectfully.

### On-going communications

- Assign a group member to check-in if anyone misses a deadline, a meeting, or is not communicating.
- Experiencing group conflict? Check out the resources below.



Article, "[Common types of group conflicts and how to address them](#)"



[SAIT Student Development and Counselling](#)

### Final Steps

- Complete and finalize your part of the assignment.
- Put the parts of your assignment together, assigning one member to review for flow and consistency.
- Does your assignment include writing and research? Reach out to SAIT services for support.



[Reg Erhardt Library](#) – help with research and citations



[SAIT Writing Services](#) – help with outlining, paraphrasing, anti-plagiarism and more.

- Do final group edits (schedule a meeting where you can provide feedback to each other).
- Assign one member to submit the final assignment/project.

**Congratulations! You have completed your group assignment!**