



5 points to organise group work

Use this list to talk about what you expect of each other in the group, and how your collaboration is to progress. Write down the things you agree on. You will then have a group agreement that you can later revisit as needed.

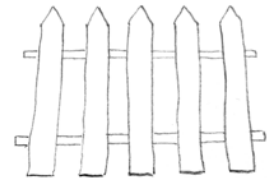
1. Expectations

What are your individual expectations – for yourselves and for the group? It may be a good idea to write them down individually before talking about them in the group. You should also allow time to talk about your level of ambition, work pace and degree of thoroughness. For instance, is it OK to sometimes lower your level of ambition?



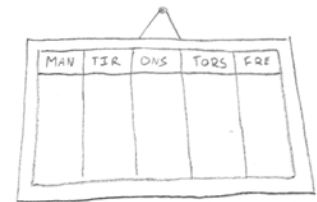
2. Clear framework

What is the group's view on group members not preparing for or taking part in group work, or their failure to stick to agreements? Should sanctions be available in the group? And if so, what kind of sanctions?



3. Frequency of meetings

Agree how often you want to meet and, if possible, find one or more regular weekdays. Schedule your meetings and plan ahead instead of planning as you go along. Agree on the venue for your meetings: Will you meet at the university, at the library or at home?



4. Logbook

Write brief minutes of each group meeting. This will make it easier to remember what you have agreed, and to bring absent group members up to speed. You can keep your logbook on Word Online, where all group members can access and edit the same document on an equal footing. This will also make it easy to take responsibility for the logbook by turns.



5. Evaluation

Remember to reflect on your collaboration as you go along. Are you satisfied with the collaboration and each other's efforts? Are you getting everything done? What works really well? What could perhaps be improved? At the end of the semester, it is extremely important to jointly evaluate the work done by the group as a whole and by individual members of the group.

