



# Checklist for organizing study group meetings

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Use the following list to discuss what you hope to achieve through your group work, and how you would like to work together in practice. Make a note of any arrangements the group agrees on. This note can then form a group contract which, if necessary, you can refer back to at a later date.

## Aim

Agree on the aim of your study group meetings, how you will help each other, and how you will prepare for each meeting.

## Expectations

What expectations do you have – both for yourself and for the group as a whole? It may be worth writing these down prior to discussing them together. Some time should also be spent discussing your targets. Is it okay to aim a bit lower sometimes?

## Clear Guidelines

Where does the group stand on lack of preparation, absence from meetings and failure to keep appointments? Should the group use sanctions and what should they be?

## Meeting Schedule

Agree how often you will meet and, if necessary, a set time and date. Make a timetable for your meetings and try to plan ahead rather than as you go along. Agree on where to meet too – at university, in the library or privately?

## Log Book

Make a short-written record of each meeting, so that it is easier to remember the arrangements you make, and absent group members can be updated. It is a good idea to upload the records to Google Docs, where all group members have equal access to them and are able to edit them. It is also easy to take turns as log book administrator.

## Evaluation

Remember to evaluate your group's work as you go along. Are you happy with the group and with each other's contributions? Are you getting everything done? What is working well, and what could be improved? It is important to carry out an evaluation of both the group's and your own individual efforts at the end of the semester.

