Groupwork Checklist

Use this template to document your group's agreements. Aim to discuss these early!
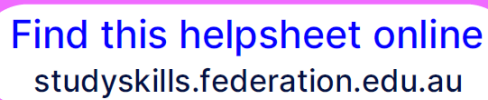
DISCUSSION POINTS	AGREEMENTS
Group meeting times • How often do you need to meet? • When and where will you meet? **Tip:** Use a weekly planner to block out times you CANNOT meet.	
Roles & responsibilities • Who will set and organise group meetings? • What are the responsibilities of each member? • What will you DO to ensure meetings are productive? • How will you communicate with each other between meetings? • How will you ensure everyone does their fair share of the work? **Tip:** This includes reminders about meeting time and place. Note the tasks that each member has agreed to do. **Managing the task** • What tasks do you need to perform to complete the assignment? • How will you make sure that all tasks are completed in a timely manner and to a high standard? **Tips:** Consider sharing rather than delegating roles. Check on progress. Also, use an online or 'cloud' platform such as Google Drive so members can view and have input into each other's drafts.	
Managing group interactions • What do you expect group members to do when they come to meetings, and what 'meeting behaviour' will you encourage? • What is the strategy if certain group members do not attend meetings or complete tasks? **Tip:** see the helpsheet on Email Communication.	

Related helpsheets

- Groupwork: Presentations
- Study Groups & Groupwork
- Weekly Planner
- Email Communication
- Time Management

Find this helpsheet online
studyskills.federation.edu.au

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PROJECT NAME			Group Leader
Purpose/aim			Secretary
Deadline	Start	End	Other
Role allocations			Other

Task name	Assigned to	Start date	End date	Progress check
Task	Assigned to			
Task	Assigned to			
Task	Assigned to			
Task	Assigned to			
Task	Assigned to			
Task	Assigned to			
Task	Assigned to			
Task	Assigned to			
Task	Assigned to			

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