Groupwork Strategies 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 and 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 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?	

Related helpsheets

- Groupwork: Presentations
- Groupwork & Study Groups
- Time Management

CRICOS 00103D | RTO 4909 | TEQSA PRV12151 (Aust)

Find this helpsheet online
studyskills.federation.edu.au

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			
Task	Assigned to			

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