

Five points for organising group work

Use this list to talk about what you expect of each other in the group, and how your collaboration should progress. Write down the things you agree on, thereby making a group agreement which you can return to later if necessary.

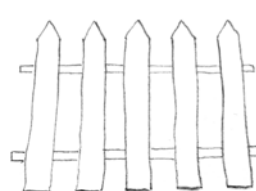
1. Expectations

What are your individual expectations – both for yourselves and for the group? You can write them down individually before talking about them together. You should also set aside time for talking about your level of ambition, work pace and degree of thoroughness. For instance, is it OK to lower your level of ambition sometimes?



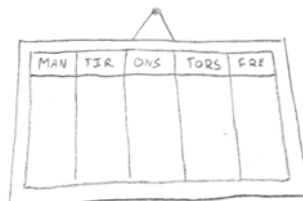
2. Clear framework

What is the group's view on lack of preparation, lack of participation and the failure to stick to agreements? Should sanctions be imposed in the group? And if so, what kind of sanctions?



3. How often should you meet?

Agree on how often you should 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 physical framework for the meeting: Will you meet at the university, at the library or at home?



4. Logbooks

Write a short summary every time you have a meeting. This will make it easier to remember what you have agreed, and easier to bring absent group members up to speed. You can keep your logbook on Google Docs, where all the 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? Is there anything which could be done better? At the end of the semester, it is extremely important to evaluate the work done by the group

