

Completing Group Projects

Completing Group Projects: Introductions

- Make an effort to introduce yourself and get to know your group members by setting up an initial Zoom conversation. This will help you put a name to a face and establish a good relationship right from the start.
- Establish who wants to work on what. Some people may want to work on researching, while others may want to work on organizing the material and creating content for the presentation.
- Organize regular meetings to touch base, even if you don't work on the project during this time.

Completing Group Projects: The First Meeting

- In your first group meeting, set ground rules:
 - Decide how your group will communicate.
 - Set up a group text or group email chain during your initial meeting, if you haven't done so already.
 - Break down the project into parts that can be assigned.
 - Assign parts to each group member.
 - Decide on your timeline.
 - When are specific parts due?
 - When do specific sections need to be sent to the person creating the powerpoint so they have time to put it together?
 - Establish how often you will communicate.
 - Will you communicate when you are working on the project, or just when it is complete?

Completing Group Projects: Completing the Project

- Set goals for the project and stick to them.
- Set smaller, more frequent deadlines to check in. Not only will this help keep everyone accountable, it will also help your group support you if you are behind.
- Keep everyone up to date on what you've accomplished and ask everyone do the same via the communication channel discussed at the first meeting.
- If you notice a group member is falling behind, reach out and ask if they need help. Try to be understanding and give them a break. COVID-19 has significantly impacted all areas of our life, and group members may be struggling.

Things to Keep in Mind

- Everyone is dealing with many things right now. Be kind and considerate. If people don't respond right away, reach out again in a kind and understanding way. You can reach out to your group member and say something like:

“Hey John! I noticed you haven't started working on your portion of the project. I wanted to reach out and see if there is anything I can do to help you. I know everyone has a lot going on right now, so please let me know if there is a way I can help you.”

- Group members may be dealing with:
 - Dealing with a COVID diagnosis of a family member
 - Caring for family members recovering from COVID
 - Dealing with the sickness or death of a loved one
 - Pandemic fatigue
 - Mental or physical health issues