



## What to do at your first group meeting

- Take some time to get to know each other. Be sure to learn each other's names and spend some time chatting. Exchange contact details (email addresses, phone numbers etc).
- Try to get a feel for each others' strengths, skills and perspectives and what each team member can offer the project.
- Discuss goals each member has for the task/course.
- Discuss the standard of work that is expected of all members (are some of you "HD" junkies while others are content with passing?)
- Agree on meeting details - frequency, dates, times, and location(s).
- Decide how you will keep a record of your meetings: will you take minutes or use individual journals as a record.
- Decide on what form of leadership the team should have – perhaps nominate a coordinator.
- Establish roles for team members, and expectations of those roles (e.g. leader, coordinator, minute taker, progress-chaser, meeting time-keeper, idea generator, devil's advocate, researcher, technical expert, editor, proof-reader, etc)
- Discuss how decisions will be made - consensus, majority vote, etc.
- Discuss how the group will keep track of team members who attend meetings, send apologies, submit their work on time/late - this strategy helps to keep team members accountable and the project moving forward.
- Explicitly discuss academic honesty and how, as a team, you will work together in ways to ensure your acknowledgement of sources is accurate and consistent from the beginning. Talk about acceptable sources of information and sharing of information.