STEPS FOR COMPLETING A

Group Project

one

Establish Communication

- Plan a meeting (online or in-person) with all of your group members as early as possible as well as future meetings throughout the project
- Determine which method of communication the group will use (e.g. In-person locations, Whatsapp, Instagram)

two

Planning

- Read assignment instructions with everyone
- Agree on a topic/idea together
- Identify how the work can be split up and distribute group roles
- Create a timeline of mini due dates so that work gets done at a consistent rate

three

Working on the Project

- Meet up (online or in-person) throughout the creation of the project so that everyone is updated; keep communication open!
- If applicable, open a shared online document (e.g. Google Docs) so that everyone's work is visible to others

four

Feedback

- Have a final meeting with every group member to discuss feedback on individual/collective performance
- Reflect on any challenges that came up during the project and how it was resolved
- Identify any group strengths and weaknesses

Crushing College with Prof Chat. (2022, July 20). HELP! I have a GROUP PROJECT! The ultimate survival guide for college students. [video]. Youtube. https://youtu.be/ufWEAggchcE?si=VIJ8gwQSxbgjURst