

Checklist for working in a team

As you work within your team, use this checklist to help organise some ground rules.

Assigning roles

- Who will be responsible for coordinating the group?
- Who will assist in coordination? What will this entail?
- Have you established each other's time commitments?
- Who will keep records of the meetings?

Assigning Tasks

- Has everyone understood the purpose of the assignment?
- Are the objectives clear for each task?
- Is the workload shared equally?
- Can everyone meet the deadlines?
- What are the contingency plans if something goes wrong?

Communication

- How will the team communicate?
- How often will you communicate?
- Does everyone have adequate internet connection and relevant software?
- Have you considered time differences for any cloud campus students in your group?

Troubleshooting

- What are some of the likely issues you might face as a team?
- What are some possible solutions for the issues you have identified?
- What are the priorities for getting work done?

Reflection for next time

- How were decisions made?
- How did you share information?
- How did you give feedback?
- What did you enjoy/gain from the experience?
- What was the most difficult obstacle to achieving your task?
- In what way could you improve the experience?