Group Project Worksheet*

Group Title: _____________________________________

A. **Planning.** Have one member of your group take notes as you respond to the following questions:
   1. As a group, discuss why you were interested in this particular topic. List the major reasons:
   2. List resources that you might use for your presentation:
   3. Discuss how your group will collaborate (when you will work as a team or independently; use of Google docs, Google calendar, or Facebook, etc.)

B. **Please assign the following roles:**
   1. Project Manager – Responsible for overall organization of project, point person who can meet with the Professor as representative for the group (weekly updates via email).
   2. Coordinator – keeps the meeting calendar up to date and reminds group members of meeting times/places
   3. Recorder – takes notes at meetings and summarizes any action points for the group in writing; keeps copies of these notes in the group’s class folder
   4. Presentation Coordinator – responsible for pulling together information from the group for the final presentations; may put together a PowerPoint.

C. **Please discuss how you will handle the following:**
   1. One member of the group doesn’t show up for meetings or do his/her part. Who will be responsible for reminding this person? When should you let the Professor know that there is a problem?
   2. You feel that you are doing more than your share of work.
   3. What other problems have you encountered in the past with group work? How did you solve these problems?

D: **Think about your final presentation:**
   1. What questions do you want to answer about your topic or point do you want to make for your audience? Who is your audience?
   2. Who will actually make the presentation? Will everyone speak?

E. **Is there anything I can do to facilitate the success of your project?**

*Inspired by Joanna Wolfe’s *Team Writing: A Guide to Working in Groups*