

Communication & Scheduling

create a group chat for the project

sync a google calendar with each other and make sure everyone has access to it

have short meetings to talk about either the project or some other challenges your facing

take a poll to decide when to meet

How To Divide Work

take a survey that asks for your skills/preferences

have a complaint form for if you need help with what your doing or want to swap roles

break large tasks into smaller ones with clear deadlines

Accountability & Tracking

have anonymous peer feedback

try to estimate how long it would take to do a task and put it on a visual workload tracker

have a contribution log to see who did what and also to see whats done and what still needs to be completed

weekly progress updates to keep everyone accountable

have mandatory meetings with everyone present to share whats done and whats next to do so theres no excuse for anyone to not know what to do or be behind

Instructor/TA

the instructor or TA should have a dashboard to monitor the groups activity

have mandatory short progress check ins with the instructor or one of the TAs

Should be graded on your group and individual work

can share examples of successful collaboration methods

have regular forms that check in on each groups progress and if they feel that everyone is doing their fair share this could also have complaints incase theres a person thats actively doing nothing and that person can be dealt with early on by the instructor and or TA

Contingency

back up everything onto a shared google drive or some other platform everyone can access

have each others emergency contact information incase you cant get into contact with them or for whatever reason

assign one backup member for every major task in case someone cant finish it