Working in Groups: Some Guidelines

1. Always keep appointments for group meetings and always be on time. The default meeting location is EMU. Class time that has been scheduled for group work should be employed for meetings unless *all* group members find it convenient to meet at another time.
2. Take turns being the scribe for a meeting and take notes on the discussion. Email a copy to everyone in the group after the meeting, stating what was accomplished and what needs to be done.
3. Keep track of all individual and group time spent on the project and what was accomplished in that time. (This log will be turned in with each project increment.)
4. If your teammates aren't pulling their weight, first talk to them about it and, if that fails to change things, schedule a meeting of the whole group with the professor to discuss the matter.
5. Divide work clearly, preferably giving all group members experience with all project components. Document the division of labor.
6. At each meeting, review work done since the last meeting and set clear goals for the next.
7. Prepare a draft of the entire project increment that all members can review before the final version is readied.
8. For the final presentation of the project, make sure everyone gets to present a portion of the work.
9. Give credit to the whole group for positive accomplishments.