

Kaelin:

1. Communication/Updates on what needs to be done and what is already done. "Couple day check-in? Since it's due next friday"
 2. Delegating tasks that are separate.
 3. Being on the same page when it comes to the task
 4. Being transparent about expectations with the projects
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1. I've had ghosting done in the past where I don't hear anything from a member until the last day its due
 2. I also feel like members should be honest about their task and when they need help
 3. Members should also be able to help each other catch up when the other members cant

"I function best when:" there's communication

"I really hope our group can..." communicate clearly

Vince:

1. We should be in constant communication when it comes to working. Whenever we work on something we should notify each other.
2. We should distribute work equally, no one should have too little or too much work compared to the others
3. We should complete work within the time frame we tell our group mates or the time frame they set for us
4. If we have trouble on a certain part we should notify the group asap rather than let it sit and wait til the last moment to ask for help

Three Things I Don't Want to Happen

1. Lack of communication in general
2. People not completing their parts on time
3. Someone doing all the work on their own

I function best in groups when we're all communicating well and expectations are clear in what needs to be done.

I really hope our group can get an A on everything.

Carson:

1. Four ground rules that you believe will benefit your group and help you function better (i.e. giving each person a chance to speak whenever making decisions and assigning a member who is in charge of making sure that happens, updating everyone twice weekly via email or phone, etc.)

- Collaboration throughout the whole thing
- Assign portions of work to people
- Progress checks with the group
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2. Three things that you have experienced in groups that you DON'T want to happen; along with how you think it can be prevented.

- Picking up the work for others when they haven't done it → just get your stuff done or communicate it might be a bit late.

- Group member not caring about their portion (quality) → hold them accountable

- lack of communication

3. Finish this sentence... "I function best in groups when everyone is on the same page along the way"

4. Finish this sentence... "I really hope our group can thoroughly complete every aspect of the project to ensure the best grade"