**Activities For Workshop 5**

1. **Quick start:** An opportunity to get to learn how Padlet works, if you’ve not tried it before. We’ll use [this Padlet](https://padlet.com/richardjcrossman/things-i-ve-enjoyed-about-durham-2-gi71j67uvpfpozu2) – just spend a few minutes playing around with it, adding posts to the wall. The topic of the Padlet is “Things I’ve enjoyed about Durham”. Share your stories, your comments, your photos, your recommendations; add in whatever you want on that topic 😊
2. **Brainstorm**: What makes a good work plan for a group about to spend four weeks working on a project they will be jointly responsible for? What tasks will need doing, and how often? In particular, which tasks need to be completed:

* In week 1 of the project;
* In weeks 2 to 3 project;
* In week 4 of the project?

You may want to put certain tasks in multiple weeks, if they need regularly completing.  
  
If you find this task tricky, remember you have a (fake) group mini-project in the Workshop 5 folder. What tasks would be needed to produce such a mini-report, and when would those tasks need to happen?  
  
Also remember: the internet is your friend! If you’re stuck on this task, why not see what the internet recommends as tasks to complete when writing a report?

1. **Prioritisation**:

Take the tasks you have written down, and **prioritise** them using a colour code. **Critical** tasks should be labelled as **red**. **Important** tasks should be labelled as **yellow**. **Useful** tasks should be labelled as **green**.

1. **Feed Back**:

In this activity, we’ll use [this Padlet](https://padlet.com/richardjcrossman/traffic-light-tasks-2-yhwbby6lmg8yd188), as a class, to list those tasks we think should be red, should be yellow, and should be green. This will be a good way to see whether other groups agree with yours about how to prioritise tasks – and whether there are any tasks your group hadn’t thought of that might be worth thinking about.

1. **Group checklist**

Take a look at the group checklist in the Workshop 5 folder. Could this help in being mindful of your role within the group, and how to best perform that role? Would it help in being mindful about the ways in which you communicate?