GET OFF TO A GOOD START

You are about to start working together in your new SEP group and to help you get a good start we have prepared this checklist for you:

- Create a project site in Itslearning or Teams
- Connect on Messenger or send an email to all group members
- Agree on the rules in your group contract and make sure that all members sign the document
- Start up your logbook and write a short summary at all meetings
- Plan your first meeting in the group where you can get to know each other a little bit better: do something together off campus
- Agree on how often you will evaluate your cooperation to help the group to a successful working relationship
- Remember that you each have different strengths and weaknesses. Be open about challenges or difficulties and how the rest of the group can help you.
- Encourage a session where all group members take turn and express special wishes to the cooperation, examples include:
  - Short meeting (to ensure focus)
  - Fixed meeting time (to allow for planning)
  - Clear task distribution (to let everyone know what to do)
  - Check in sessions (to make sure everyone is being heard)
  - Fixed meeting place (e.g. to avoid noise/places with many people)