- **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.)

  1. Full effort
  2. Communication and involvement
  3. Solve disagreements by consensus
  4. Disclosure about shortcomings

- **Three things** that you have experienced in groups that you DON'T want to happen; along with how you think it can be prevented.

  1. Apathy in groups / imbalance in goals
  2. Chaos from radio silence / miscommunication
  3. Mistrusting other people's contributions; Defensive of their work

- **Finish this sentence**… "I function best in groups when…"

  1. Like-minded group members (sharing the same goal / ambition)
  2. Members communicate clearly
  3. Trust each other
  4. Receive criticism
  5. Equal willingness to contribute

- **Finish this sentence**… "I really hope our group can…"

  1. Take advantage of timing for deliverables
  2. Frontload / distribute work across a timespan
  3. Address workload before deadlines
  4. Full disclosure; no ambiguity
  5. Make something we're proud of; positive outlook; proactive

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