# **Try-It #18: Group Debriefing for the Proposal**

## Instructions

Divide this activity up among your group members. There are five sections. Each group member should take the lead for at least one section. Everyone in the group should contribute to and agree on the responses here.

You can move, add, or remove page breaks as you like.

## Division of Work

Which group member(s) led work on this section?

Responsible for this section:

Helpers:

Summarize the work that each group member did on the proposal. If everyone participated in an activity, you can include a section listing that work as well.

Here are some example responses:

**Padma** is the group leader. She organized meetings and made sure everyone turned in work on time. She also wrote the proposal introduction and conclusion. She submitted the final document.

**Everyone** in the group helped with audience analysis and with revision once the drafts for all sections were added.

## What Worked

Which group member(s) led work on this section?

Responsible for this section:

Helpers:

What did the group do well together while collaborating on the proposal?

## What Could Be Improved

Which group member(s) led work on this section?

Responsible for this section:

Helpers:

What could the group improve while working on the recommendation report together?

## Who Put in Extra Work

Which group member(s) led work on this section?

Responsible for this section:

Helpers:

Are there members of the group who went beyond equal participation? Who? What did they do?

## Who Did Not Put in Equal Work

Which group member(s) led work on this section?

Responsible for this section:

Helpers:

Are there members of the group who did not participate equally? Who? What did they do (or not do)?

Note: It’s normal for someone to have something come up that interferes with their ability to work equally. It happens all the time in the workplace. If that person is you, don’t panic. You can explain what happened in your Submission Wrapper.

## What Do You Need

Which group member(s) led work on this section?

Responsible for this section:

Helpers:

What can I (Traci) do to help your group collaborate better? What resources do you need?