

## Task 2

### Group Task

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#### Working in Groups

Now that you have the brief for your presentation coursework, working in your groups, your task for week 2 is to do the following:

- **Analyse the coursework task – analyse the brief so that all group members are clear about exactly what is required**
  - Ensure all group members know the date for delivering the presentation
  - Decide how the work is going to be allocated among the group members
  - Ensure that each group member understands the requirements of the coursework brief
- **Decide on your group rules** - draw up a set of ground rules for the group setting out how the group is going to be organised
- **Plan the work - draw up a plan so that you have a structure to undertake the preparation work for your group's presentation coursework**
  - Decide what needs to be done for the coursework
  - Divide the coursework up into chunks of work
  - Draw up a list of tasks
  - Produce a timeline with dates for task completion
- **Technical Roles**
  - Decide who will do the tasks – draw up a list of group members and their existing skillsets
  - Allocate the tasks among the members of the group according to their skillset
  - State the technical skills possessed by the group member allocated to the particular task
- **Identify Standards**
  - Set out clearly what the group wants to achieve – end goal
  - Set standards for completed work – group members must know the standard of work that is expected of them
  - Set formatting standards for your work - group members need to know the format for finished work
- **Group Roles**

**Your group has to decide who will undertake the various group roles. Make your decisions based on the qualities and skills that you all think the individual chosen should have (technical and people skills) and then justify your final choice of candidate.**

  - Decide on a Group Leader (state the qualities and skills that you want to see in the leader and justify your final choice)
  - Decide which group member is going to organise meetings, minute the meetings and circulate the minutes to the members (state the skills and qualities that you want to see in the minute-taker and justify your final choice)

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- Decide which group member is responsible for monitoring the progress and completion of tasks (state the skills and qualities that you want to see in the person overseeing the progress and completion of the work and justify your final choice)
- Decide which group member is responsible for ensuring that the work for the presentation will be ready on time, for collecting the work from individuals and for formatting and collating the final presentation (state the skills and qualities that you want to see in the person overseeing the progress and completion of the work and justify your final choice)
- **Individual & Group Deadlines**
  - Set deadlines for individuals to complete the tasks that they have been allocated
  - Set the deadline for completion of the presentation
  - Arrange time(s) for your group to practice the presentation
- **Implementing the group plan**
  - Decide on when and where the group will meet (should be regular meetings)
  - Decide how the group will take decisions
  - Decide how the group will monitor the work of the various members and deal with members who either don't contribute or produce sub-standard work
- **Communication**
  - Decide how the group is going to communicate
  - Decide how to share contact details
  - Decide how you will organise group meetings and set the agendas
  - Decide how to record and circulate minutes of the meetings

This task is a group task and is worth 15% of the marks for the Report.