

# TEAMWORK & GROUP PROJECTS CHECKLIST

**Group projects help build skills such as:**

- ✓ Leadership
- ✓ Diplomacy
- ✓ Problem solving
- ✓ Resolution of conflicts

**Group projects help students gain:**

- ✓ Experience
- ✓ Skill
- ✓ Motivation
- ✓ Work ethic

**All team members should:**

- ✓ Know the objective
- ✓ Participate
- ✓ Contribute to all aspects
- ✓ Understand expectations

**Get to know your teammates!**

- ✓ Exchange contact information
- ✓ Determine the best way each can contribute
- ✓ Find out what each knows already

**List resources like:**

- ✓ Library
- ✓ Internet
- ✓ Exhibits
- ✓ Advice from experts

**Tips for making schedules and timelines:**

- ✓ Work back from the due date
- ✓ Have a final meeting 2 days before the deadline
- ✓ Decide on the number of meetings
- ✓ Agree on a completion schedule

**Brainstorming sessions are a big help!**

- ✓ **List all possible elements**
- ✓ **Agree on an approach**
- ✓ **Evaluate suggestions**
- ✓ **Identify essential items**
- ✓ **Examine options**
- ✓ **Eliminate unworkable ideas**
- ✓ **List remaining ideas in order of completion**

**...and most important of all**

**HAVE FUN!**