➢ As soon as you have been given your group assignment, meet with your group as soon as possible (preferably within 48 hours of being given assignment).
➢ Try not to be in a group with your friends: working with friends can be harder than you think.

**Time Management**

➢ At your first meeting
- Exchange contact details – e-mail, phone number, in-school blackboard/chatlines are great ways to keep in contact with your group members
- Compare diary appointments and make at least 3 meeting times before due date
- Brainstorm the topic (preferably on at least an A3 size page or in an online tool)
- Ensure everyone understands and agrees on interpretation of assignment question
- Know the purpose of your assignment
- Allocate a note taker to have a permanent record of joint decisions and individual suggestions made at ALL meetings and ensure each group member is cc’d in emails
- Decide and record commitment to collating resources for following meeting.

**Structure**

➢ At your second meeting
- Exchange ideas and resources with the group
- Brainstorm HOW you will present your ideas and information – use a MODEL (see Groupmap [https://curtin.groupmap.com/login](https://curtin.groupmap.com/login))
- Decide what will be included
- Decide what still remains to be researched
- Decide resources/findings that will be shared at the following meeting
- Don’t discard anything: you may find that something that doesn’t seem useful now, may become useful as you proceed.
Resources

➢ At your third meeting
  □ Collate resources and ideas that will be used in your assignment/presentation
  □ Refine the content of information to be presented
  □ Decide how you will present your information
  □ Finalise the organisation and structure of the assignment
  □ What will make the assignment or presentation really set it apart from the others?

Completion & Rehearsal

➢ At your final meeting
  □ Proof-read the paper or Rehearse the presentation
  □ Time your presentation (allow extra time for actual presentation: it always goes longer than rehearsal). Leave cooling off time for final proof-read and edit
  □ Be excited about your presentation and be interested in all your group members’ parts: you’re working on this together.

Last but not least important tips

Remember you are doing a group assignment or group presentation: something that has evolved as a group – not individual parts put together. Therefore, work **ON** your team and work **AS** a team.

Contribute to every meeting: if you have an extremely legitimate reason for not turning up, have the courtesy to let the entire group know well in advance (unless, it’s completely unforeseen): the group then has the option to decide whether to reschedule or meet without you.