

# Assigning roles in group work

## Tips to help you start



When deciding on roles, keep in mind your interests and existing skills, as well as how you can take this opportunity to learn new skills.

Your group may not always need one person in each role – work with what best fits the project requirements and guidelines.

Collaborate as a team to assign roles early on and mutually decide on ways to hold each other accountable.



### Driving

Facilitates meetings, motivates, challenges ideas, provides constructive feedback, etc.



### Generalist

Supports any of the other roles as the need arises to contribute to fulfilling project objects



### Interpersonal

Finds and works with external resources, communicates with instructor and TA, mediates conflicts, etc.



### Organizational

Monitors division of work, schedules meeting times and spaces, takes notes, etc.



### Quality assurance

Ensures adherence to the assignment guidelines/criteria, edits and revises drafts, formats slides or documents, etc.



### Technical

Make slides or shared documents, leads with coding, sound mixing, video editing, etc.



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