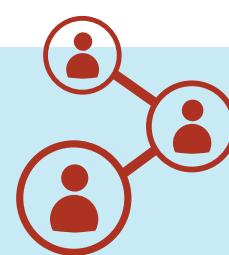


# Getting started with group work

## Step 1: Introductions

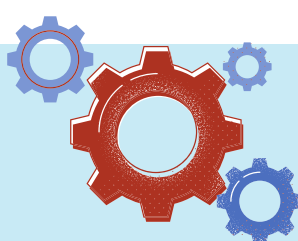


Reach out to your group mates. Share your contact information and communication preferences.

Share your academic background, and any other information that may be relevant to project or course.

Early introduction will help the group be more comfortable with each other and contribute to a positive group dynamic.

## Step 2: Logistics



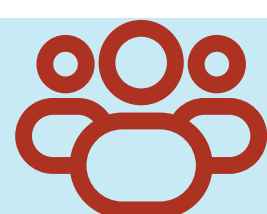
Create a preliminary project plan to keep the group on track. Start with important due dates and project milestones.

Identify what tools you'll use to communicate and share files, how often you will meet, and discuss any time constraints for scheduling.

Possible tools:  
MS Teams, Outlook,  
OneDrive, myCourses,  
Zoom

Did you know?  
[Office365](#) is free to all  
McGill students!

## Step 3: Roles



Check out the [Assigning Roles in Group Work](#) resource for more information!

Divide the project tasks and assign roles and responsibilities to each group member.

Clarifying who will do what helps group members know what is expected of them for the duration of the project.

Try to align your roles and tasks with what you want to get out of the course. Be prepared to compromise.



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