

GROUP & TEAM WORK

Working with a group or team using remote collaboration will look a little different, but it is definitely possible. In some ways, it's easier to work with a team remotely because it's easier to handle things like time zone differences and scheduling conflicts when you're not all trying to find a single time to meet together on campus.

Here are some ground-rules for managing group work.

- Try not to procrastinate. That group project may be out-of-sight, out-of-mind if you aren't seeing each other regularly. Resist the urge to put it off. Make small progress and stay in touch.
- Connect regularly, especially if you usually touch base during class or lab. Consider a quick text on your group chat about progress every couple of days. Have real conversations over video if you can.
- Set a purpose for meetings and use a shared notes document. Meetings might feel different when using video, even if your team was really good at working informally in the past. Try to set the purpose of your meeting in advance. Take notes in a shared doc so you can all contribute and follow along.
- Keep videos open when you can. As long as you can see whatever you need to collaborate, aim to keep the video visible on your computer screen. It'll help you see the expressions of your teammates and stay connected to each other.
- Check on each other and ask for backup: If someone has been absent from your group meetings or chat, ask them directly if they're still able to participate in the project. If you aren't getting responses within a day or two, let your instructor know. Know it isn't being petty, it's your team's responsibility.

Don't forget study groups! Near or far, your peers are a great resource for you. Use study groups to review lecture notes and fill in gaps you might have missed, discuss readings, and work through questions about course materials. Microsoft Teams is an easy way to hold [virtual study groups](#).

Use technology to your advantage. There are lots of helpful tools that can make it easier to work together.

But, don't go too wild trying a bunch of different things. You don't want to spend all your time testing tools instead of doing your instead. Instead, talk with your group and pick just one or two to try out at a time until you find the right one.

- Microsoft Teams – share files, chat, and hold video meetings.
- OneDrive – share files and track each other's changes.
- Padlet – online visual collaboration. <https://padlet.com/>
- When2meet – an easy way to schedule real-time meetings when you need to. <https://www.when2meet.com/>