



Writing Centre

Group Project Checklist

Divide Roles

Encourage group members to choose sections based on their skills and interests. Allow members to accept different amounts of work based on how much time they have available each week.

- Assign a member to email meeting and deadline reminders.
- Assign a member to submit the final version to the Instructor.
- Identify one (or more) students who can take on extra work if someone falls behind.

Agree on Stylistic Features

- Read the assignment outline together.
- Identify what citation style to use.
- Decide what key terms the paper will use (e.g., coworkers vs. colleagues).
- Decide what point of view to write from (e.g., first person or third person).

Create a Schedule

Encourage everyone to begin work as early as possible.

- Decide on an app or other shareable scheduling tool that everyone can use to communicate.
- Schedule a deadline to finish researching.
- Schedule deadlines for section outlines.
- Schedule a **meeting** to review section outlines and report progress.
- Schedule deadlines for first drafts.
- Schedule a **meeting** to share feedback on each other's first draft.
- Remind each member to book a Writing Centre appointment for the revised drafts.*
- Schedule deadlines for revised drafts.
- Schedule a **meeting** to proofread each other's revised drafts.
- Schedule a **meeting** to merge everyone's writing into one document.
- Schedule one (or more) **meetings** to workshop and revise the merged document.

Build Group Unity

- Decide on a system for meetings that allows everyone a chance to contribute.
- Agree that anyone who falls behind will receive help, not angry words.
- Choose a way to let the group know if anyone is running late for a meeting.
- Assign a member to send notes to students who miss a meeting.
- Assign a member to contact if someone cannot meet a deadline.
- Assign a member who will speak if someone is being disruptive or uncooperative.*

*All members have the right to feel safe and respected. If a member is being disrespectful or causing anyone to feel unsafe, you should let your instructor know!