**Turning Groups into Teams**

By Claudia Faulk

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| **Week/Mtg** | **Item** | **Description** |
| One | 1 | Give out phone numbers and emails. Check them daily for updates. |
| 2 | Share hours you are available. Be flexible. |
| 3 | Realize that all people in the group have equal status. You are all taking the class together. That said, choose a team leader, someone to take notes, etc.  |
| 4 | Discuss the entire project and possible directions for it to take. Independently do preliminary research on possible solutions or project outcomes.  |
| TEACHER | Collect the list of group members and preliminary information. |
| Mtg Two | 5 | Choose the direction the project will go in. If you have an alternate idea, research it, present it, have the team choose the path and then follow it.  |
| 6 | Discuss the entire project and break it into manageable components. |
| 7 | Create a timeline with short-term goals. Gather data needed for each step in a timely manner. Work backwards from the due date to make sure there is time to create the best possible end deliverable. |
| 8 | Discuss individual skills and strengths. Assign tasks based on strengths to greater assure success. |
| TEACHER | Collect list of assigned roles and the preliminary timeline. |
| Mtg Three & Beyond | 9 | Meet as often as needed and follow through on small deliverables until you reach the final outcome.  |
|  | 10 | If live meetings will not work, investigate and use online options.  |
| TEACHER | Check off work as completed. Review changes to timeline. |
| Final Mtg | 11 | Plan out and rehearse the presentation, then present it. |
| 12 | Review and evaluate the entire process. |
| TEACHER | Assess members as a group and also as individuals. By tracking the progress of the group, the final assessment is easier to make.  |