

A Template for Successful Group Operation

Groups should meet (in person) and fill in the details associated with each element; all group members should sign and return to Prof. Wilmer.

Group Name:

Group Members:

I. Meeting Decorum

- How often will meetings be held? When and where?
- If a member must miss a meeting, how much advance notice must be given and how (see Part II)? Is it acceptable to attend via phone or Skype conferencing?
- Who will create the minutes for meetings (one person or rotating – if the latter, on what schedule); how and when will these be distributed?

II. Communication

- What is the preferred method of communication for group members – phone, text, skype, email, something else? If several are acceptable, rank them.

III. Tasks and Deadlines

- How will deadlines be set?
- How much lead time must project deadlines have?
- If a team member misses a deadline, will the others report that fact to Dr. Beckman?
- Will the group appoint a master editor for written material; if so, who?

IV. Absences

- If group members must travel during the semester (job interviews, athletic meets, etc.), how much lead time is acceptable and how will this information be communicated (perhaps by the leading mechanism from Part II).

V. Signatures:

“All group members agree to the provisions above”. Signatures below.