

TEAM PROJECT CHECKLIST

Successful teams run coordinated activities, and this coordination depends on interaction. To facilitate student interaction, below are a list of considerations when assigning team projects.

1. Engagement

- Organization: Consider team formation by time zone. Create diverse teams but avoid isolating underrepresented minority students.
- Technology: Recommend platforms for face-to-face group meetings and file sharing.
- Relationships: Host team ice-breaker or low-stakes exercise to initiate relationship-building.
- Management: Teams select team leader. Leaders encourage equal participation among members, promote team objectives, email meeting reminders, and submit material.

2. Tasks

- Roles: Teams assign clear roles and responsibilities.
- Schedule: Teams create task schedule (*who* does *what* and *when*) with clear deadlines.
- Reviews: Ensure teams schedule review meetings with clear agendas to discuss updates.
- Feedback: Instruct teams on how to deliver positive and constructive peer feedback.
- Notes: Inform teams to record meeting minutes for group decisions and accountability.

3. Norms

- Purpose: Teams create clear goals and objectives.
- Criteria: Teams clarify success criteria and measures of achievement.
- Expectations: Teams define communication and meeting attendance expectations.
- Commitment: Members write explicit statements about commitment to group.

4. Challenges

- Interpersonal: Instruct students how to approach conflict from task-oriented perspective.
- Scheduling: Teams identify potential conflicts with timing and create process to resolve.
- Performance: Teams create policies how to handle missed deadlines and weak effort.
- Participation: Teams brainstorm ways to handle dominance and quietness during meetings.
- Cross-cultural: Teams made aware that silence is language-barrier and not free-loading. View as short-term difficulty overcome by giving space to speak, make it ok to ask questions.

5. Design

- Instruction: Provide instructions to offer clear structure without being overly restrictive.
- Rubric: Provide final grading rubric upfront so project expectations are clear.
- Schedule: Provide recommended schedule so teams can evaluate whether on-track.
- Availability: Provide availability to meet with students without excessive formal updates.
- Evaluation: Inform teams that peer evaluations will be part of the process and factored into their grades.