How to Run an Effective Group Project in Whatever Time Zone!

NAW Track Day 3 - Tuesday March 10th
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3 Key Elements to make your group project awesome:

1. Interpersonal skills
2. Organization
3. Effectiveness


| Interpersonal Skills Pearls | ● Positivity  
|                           | ● Intentional tone of emails  
|                           | ● Encouragement and knowing individuals on the team  
|                           | ● Give the why before the ask  
|                           | ● Two leader model |

| Group Communication Options | ● [Free conference call](https://www.freeconferencecall.com/)  
|                            | ● Google hangout  
|                            | ● [Zoom](https://zoom.us/) limit 25 people |

| Running the call/meetings Pearls | ● Designate a scribe to take notes online during meeting  
|                                 | ● Close with high level summary, things to do (TTD), and thank you with reminder for next touchpoint  
|                                 | ● Leader edits and sends minutes with **TTD assigned in Bold** |

|                      | ● Use your minutes as an evolving working document  
|                      | ● Delegate and empower effectively  
|                      | ● Subgroup Co-leads - Create mentorship between more senior lead and more junior lead  
|                      | ● Assign sub folders for sub committees  
|                      | ● Gentle reminders for due dates not deadlines (It’s Academic - Nobody dies if a week late!) |
- Assign tasks in gdoc with comments, +Gmail, and assign
- **15 Minute Google Drive Tutorial**

### Paper Writing Group Project Pearls
- Assign co leads and section leads each with their own folder
- [Zotero](https://www.zotero.org/)
- [Paperpile](https://paperpile.com/)

### Larger Project/Conference Planning Pearls
- Master spreadsheet
- Team member Sign Ups Form, Gmails, and Drives
- Itemized Work Sign Up Forms
- Dashboards

*Communicate with clarity, positivity, a bit of peer pressure, and an open mind!*