

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

Sample Template Google Drive Folder at <http://bit.ly/HowToRunEffectiveGroup>

Interpersonal Skills Pearls	<ul style="list-style-type: none">• Positivity• Intentional tone of emails• Encouragement and knowing individuals on the team• Give the why before the ask• Two leader model
Group Communication Options	<ul style="list-style-type: none">• Free conference call (https://www.freeconferencecall.com/)• Google hangout• Zoom (https://zoom.us/) limit 25 people
Running the call/meetings Pearls	<ul style="list-style-type: none">• 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
Working Group Pearls	<ul style="list-style-type: none">• Sample Template Google Drive Folder at http://bit.ly/HowToRunEffectiveGroup• 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!)

	<ul style="list-style-type: none"> • Assign tasks in gdoc with comments, +Gmail, and assign • 15 Minute Google Drive Tutorial
Paper Writing Group Project Pearls	<ul style="list-style-type: none"> • Sample Template Google Drive Folder at http://bit.ly/HowToRunEffectiveGroup • 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	<ul style="list-style-type: none"> • Sample Template Google Drive Folder at http://bit.ly/HowToRunEffectiveGroup • Master spreadsheet • Team member Sign Ups Form, Gmails, and Drives • Itemized Work Sign Up Forms • Dashboards
<p><i>Communicate with clarity, positivity, a bit of peer pressure, and an open mind!</i></p>	