

COLLABORATIVE PROJECTS

Tips for working together



SCHEDULE REGULAR CHECK-IN TIMES

Set times when you and your teammates can touch base before your final deadline.

Agree on an online video conferencing tool (such as Microsoft Teams or Zoom) that you can all access.



PREPARE IN ADVANCE

Set an agenda for your team meetings. This will ensure you can stay on topic when you get together.

Assign one person to take notes during the meeting as a team record. This role should be rotated so everyone has a chance to contribute.



SET UP A COLLABORATIVE WORK ZONE

Agree on an online platform to work on your project together.

Different platforms have different functions for different types of projects. Find one that best suits your assignment.

COMMUNICATE

Set out team agreements clearly in all relevant communication channels.

Make sure everyone knows exactly which platform(s) you are using to collaborate, what your individual tasks and deadlines are.



TRACK & ORGANISE YOUR PROJECT DEVELOPMENT

Save files to your computer or external device (USB or portable hard drive) so that you can access them if your internet fails.

Save your developed work at every stage with the date in the title so that you can go back to previous edits.



BE FLEXIBLE

Be mindful and empathetic of the situation of others as some may not always have a device available to work on or reliable internet or may have a job alongside their study.

