A GUIDE FOR TEAM-BASED PROJECTS

Project groups are most successful when they focus on team-based learning. That is, when team members:

- Diligently work through the project requirements at the beginning of the semester.
- Set timelines to guide them on deliverables of the project
- Communicate regularly and clearly.
- Have a clear decision-making process.
- Share leadership.
- Generate multiple options.
- Remain unattached to their ideas.
- Adapt to the team dynamics.
- Follow through on their assigned responsibilities
- Assign tasks to team members based on their identified strengths
- Ensure that every assigned task is assigned a main leader and a back-up leader
- Keep their prof informed about any new development in the team and the project.
- Give their best to the team effort and the project: "If you are not giving your best you are not learning; you are not living".
- See their interaction with the tasks and team members as a learning experience contributing to showcasing the big picture of the project.