

## Group Projects

Working as a team is one of the most rewarding and most difficult activities that you will have while at uni. There will be times when you wished that you had someone that you know in your group, and other times when you wish you didn't know them at all!

The best thing that you can do to overcome many problems related with group work is by using communication. Make sure you first know each person's name and what make them tick (funnily this is what sometimes gets forgotten for several weeks). Get every ones details such as email addresses and start a loop, hence no problems with "I didn't know about that meeting" or "Was I supposed to do that?". Always be proactive when it comes to organising the group - arrange weekly meetings, and let everyone know what you've done or what you're intending to do.

Here's some broad steps. Elect a team leader responsible for the problem and will coordinate the meetings along with their own responsibilities within the group. Read the problem and work out an aim. Work out how to complete this aim, developing steps and allocating tasks for each member. Once you've done this work out a time line for when it's due, remembering to leave extra time for safety. This way you won't have the 5am mornings just before the assignments is due. And if you keep to the schedule, you'll be laughin'.

We have just summarised all management courses you will ever undertake, you may now feel free to skip any future management class and spend that time drinking at the Royal.