

# Upgrade Study Advice

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## Groupwork

### Getting the basics right

Check out these practical points. It may be a good idea to print them out and hand them round at your first meeting or discussion. Even if people do not immediately agree, you will have raised some important issues – which should help to get your group off to a good start.

#### 1 **Keep in touch**

- Land line / mobile numbers
- Email – how often do you all check your Brookes email? And other email?

#### 2 **Have proper meetings**, with notes and outcomes agreed

On the next page is a Record of Meetings sheet you can copy and use.

#### 3 **Agree some ground rules** - doesn't need to be heavy, just an understanding about how you want to work – eg

- How will you make sure everybody gets to speak?
- How will you allocate tasks?
- Good times and places to meet?
- What happens if someone can't / doesn't make a meeting?  
What does each person mean by 'on time' and 'late'?
- What happens if someone hasn't done the work agreed by a deadline?
- What happens if the ground rules you agree are broken?

#### 4 **Find out what everyone's skills and strengths are**

and try and use them.

#### 5 **Divide the work up and share it out.**

#### 6 **Enjoy!** Groupwork can be fun, productive, sociable and enable you all to do better than you would on your own – when you get the basics right .....

Checkout the role of your tutor / module leader in your groupwork. How can they support the work of your group?

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## Groupwork - Record of meetings

Meeting no. \_\_\_\_\_ Date / time \_\_\_\_\_ Place \_\_\_\_\_

**Group's research topic area**

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**Who present**

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.....  
.....  
.....

**Outcomes of discussion**

\*  
\*  
\*  
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**Actions**

WHAT needs doing?	WHO will do it?	HOW? Detail	By WHEN?

**Date and time of next meeting**

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