

# Tips for collaborating successfully in online group projects

## Develop Connections



- Build connections with team members in virtual settings through video chat sessions or conversation forums. Discussing individual interests, hobbies or current events can strengthen team relationships.

## Establish Communication Methods



- Follow the 7 C's (Clear, Correct, Concise, Concrete, Complete, Coherent, Courteous) for effective communication among team members.
- Establish communication plans that works for everyone. Send reminders confirming the time prior to the meeting. Make sure all members in the group have access to the selected communication platform.

## Make a Project Plan



- Ensure everyone understands the goal of the assignment. Make a list of project activities, decide on responsibilities, and decide on a project timeline.
- When deciding on responsibilities, consider individual skills, strengths, and interests.
- Prepare a shared project tracking tool/document track the status of each task.
- Plan daily/weekly/biweekly meetings. After meeting, send a summary email to group members so that everyone has a clear record of what was discussed. Take turns on who takes notes and sends this email summary.

## Provide Feedback



- Make sure to provide constructive feedback that is specific, supportive and timely. Be sure to balance any negative comments with positive ones.
- When providing feedback, focus on:
  - description, not judgement
  - behavior, not the personality
  - observation, not inference
  - solution, not the problems

