**Group Action Plan**

**Group member names:**

**……………………………………………………………………………………………………………**

**……………………………………………………………………………………………………………**

We agree to the following plan of action regarding our work toward the group assignment tasks (edit as necessary):

**Meetings and communication**

|  |  |
| --- | --- |
| Methods and times for individual/group communication |  |
| Limitations on individuals (caring/work responsibilities, travel, limited internet etc.) |  |
| Times, places and frequency of meetings |  |
| Who will summarise decisions |  |
| How will information be shared |  |
|  |  |

**Work and deadlines**

|  |  |
| --- | --- |
| How will the group come to agreement on a topic |  |
| Deadline for topic decision |  |
| Who will summarise decisions |  |
| Who will do what tasks |  |
| Deadlines for tasks |  |
| How will information be shared |  |
| Who will collate the whole submission and circulate it for comment |  |
| Deadline for circulating the poster for final group comment |  |
|  |  |

**Problems and penalties**

|  |  |
| --- | --- |
| What happens if members don’t meet agreed-to deadlines |  |
| What happens if members do not contribute / come to meetings |  |
|  |  |
|  |  |

**Further details**