

Working With a Group

Remote collaboration will look a little different, but it is definitely still possible. Remember these keys to success:

- **Do not procrastinate.**

That group project may be out-of-sight, out-of-mind if you don't see your group every MWF in class. Resist the urge to put that project off. Use [Study Buddies](#) within the Navigate App to build a success group.

- **Meet regularly.**

This is especially true if you usually touched base during class or lab. Consider a quick text on your group chat about your progress every couple of days. Have a real conversation over video any week that you're working together.

- **Set a purpose for meetings and use a shared notes document.**

Meetings might feel different when using video, even if your team was really good at working informally in the past. Try to set the purpose of your meeting in advance. Take notes on a shared doc so you can all contribute and follow along. You can do this easily in [Google Docs](#).

- **Keep your video on during remote meetings.**

Whenever possible, keep your video turned on so you can see the expressions of your teammates and they can see yours. It will help you feel more connected to one another!

- **Check on each other and ask for back up.**

If someone has been absent from your group meetings or chat, ask them directly if they're still able to participate in the project. If you aren't getting responses in a day or two, let your instructor know.