

## **COT 3100 - Group Meeting Write Up Guidelines**

In order to earn a grade for your group meeting, your group must submit a single write up detailing each group meeting and other work the group did during the corresponding duration of the course. The write up must be **typed**, must contain the **group section and group number (these can be found on Webcourses)** and a list of the **group members** on the top right hand corner of the front page of the write up. It must be turned in **via Webcourses** by the designated deadline. If no write up is received on time, then everyone in the group automatically earns a 0 for that grade, even if the group actually met. So, however you want, make sure I receive the appropriate write up on time. Here are the other guidelines for the submission of the notes:

- 1) Please note all dates, times and locations for each group meeting. (These can be virtual. In this case, simply state "Google Hangouts" or whichever video service you used.)
- 2) For each group meeting, give a high level outline of what was done in the group.
- 3) Write a paragraph summarizing the group meeting and the actions taken.
- 4) Write anything else interesting about a problem that the group discussed and discovered.
- 5) Please write some reflection making observations about problems and your approach to them, as well as steps the group can take to improve on future quizzes and exams.

These write ups will be graded relatively. Thus, if there is a significant difference in quality between group write ups, or if I think they are all quite shoddy, then I may not give full credit to each write up. I expect to see that the notes are reasonably detailed and that your group took time to put them together (ie. show that you care). In addition, I'd like to see that the group itself seems to have a good plan of action to give each member the best chance of succeeding in the class. I'd like to see evidence that the group helps each other and is diligent about the course. I know what effective groups look like and I want to reward the groups that find a way to be effective and will do so.

### **Some details that would be good to include:**

- (1) Some specific problems the group covered
- (2) Specific instance where different group members had different approaches to a problem.
- (3) How differences in answers between group members was resolved
- (4) Strategies the group used to help prepare for quizzes or exams.