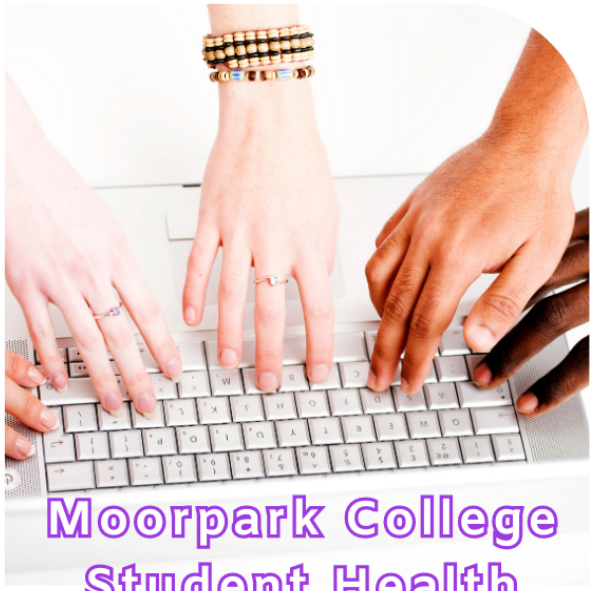
Group Projects

Creating Healthy Groups



Moorpark College Student Health Center

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Moorpark College Admin Building Rm 111

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Set Expectations

Plan meeting times

It can be difficult to navigate schedules! Try to agree on several meeting times early on to prevent scheduling conflicts. It is best to add an extra meeting or two that can always be canceled.

Create a timeline

Take a few minutes to plan the timeline for major milestones for the project. Use the assignment guidelines to make sure everything is accounted for early on.

Know the project. Know your group.

Everyone has different strengths. Know the project and what elements best fit each member. Also, talk about the goals each person has. Is someone looking for an A and someone a C? Chatting about expectations early on can help mitigate later problems. You can also chat about communication style, work preferences, and more.

Create Roles



Select a group lead

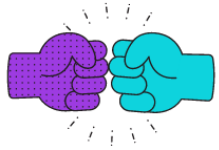
Leaders can be voluntary or voted upon. Establish what you expect of the group leader. They should have great organization and people skills. Perhaps, consider selecting other roles like a time manager, reviewer, and conflict resolution lead.

Give each group member responsibilities and tasks

Break up the project so that everyone has a clear understanding of what is expected of them. Ensure people are comfortable with their role and part.

Create project buddies

It can be difficult to always work in large groups. Consider breaking up each part to have a lead (the person doing the work) and a support person (someone who they can bounce ideas off of and check-in with). Having a secondary person for each major portion also helps if someone has an emergency or does not complete the work by ensuring two people know what is going on for each part.



Set Ground Rules

Hopefully, your group works together well without any major problems. However, establishing ground rules helps set clear expectations and pre-establishes what to do in the event that their is group conflict or a member(s) in not completing their work.

Keep on task

Negotiate ideas

Open mindedness

Work ethic

THE RULES

Here are some examples of ground rules to consider

- Do not interrupt each other
- Give everyone a chance to talk
  - If you have been talking for a while, step-back and give others a chance
- No personal attacks
  - Respect each other's views, beliefs, and identity
- Complete all assigned tasks on time
- Communicate early if a meeting time no longer works (set time expectations)
- Show up to meetings on time
- Actively participate in each meeting
- Assume the best in others
- Support and help each other
- Listen to understand

Decide on these group policies ahead of time

- What happens if someone doesn't show up to a meeting?
- What if someone doesn't do their work?
- What do you want to do if someone in the group feels attacked or is offended?
- What method of communication do you want to use?
- Do you have a group lead or someone to mediate any conflict or indecisiveness?
- Do you have expectations on how to disagree?
- What are the consequences for violating a group ground rule?

How can the MC SHC help?

If working in groups gives you anxiety or stresses you out, consider talking with one of our mental health therapists.

We also have a self-paced mindfulness course available for free. Mindfulness can improve attentiveness and reduce stress. Consider taking mindful movement breaks during your meetings.





Get an Instructor Involved

Instructors are there to help. Most instructors are happy to step in to mediate group conflict or help solve problems. You are not on your own. You should share any concerns with your instructor, especially if something has caused someone harm or is considered inappropriate.