

The following are some general guidelines that help collaborative teams to work together, especially when at a distance. You might want to refer to these from time to time, or even discuss these with your team before you get started:

Tips for Working as a Team

Communication is key. All of these things help to let your team know you are going to be an active and dependable member of your team. Important things to remember when communicating with your team:

- **Be on time** with your communication and contributions.
- When first forming your team and when an assignment is given, **communicate early and frequently** with your team.
- **Let your team know your schedule** early on, and if there are potential absences, make them aware.

Discuss how your team is going to work together. While how your team works may change throughout the course as your team sees fit, being open about discussing what works and what doesn't may prove to be very helpful.

- When getting an assignment, try to **swiftly go to work** and not wait until the last day or two to plan on how to get it done.
- Your team might **discuss a "plan of attack"** on how to coordinate accomplishing the modules in order to find a rhythm for your team. This often is best when your **team reads, discusses, and understands the module** before discussing this.
- Think about **which tools might be best for your team** to use before starting each module