

Hi Erika, Jonathan, & Fredo,

You three will be working together as a group throughout the Happy Science project. This email gives you some information about the purpose of the group and ideas for how you can work together.

## What is the group for?

- Discussing ideas and readings
- Being a support to ask and answer project questions
- Providing feedback on your work to help make more effective

## How will we work as a group?

Each week, I will introduce at least one group assignment for discussion or feedback. As a group, you need to decide how you will do these assignments together.

You can meet together virtually using Google Hangouts using voice or video, Shared Docs, or Chat. You do not have to meet together at the same time. You can create do a “reply all” email to each other with your project ideas. Make sure to copy me on all group emails!

## Will we have group roles?

Yes, just like our groups in the classroom, each person will select a role.

**Manager:** The manager of the group will monitor each member’s individual progress and will check-in with me at least once a week by email to let me know if any problems or challenges come up.

**Scheduler:** The scheduler will set up deadlines or meeting times for the group so that you can make sure everyone knows when to complete group assignments.

**Documentarian:** The documentarian keeps a record of what the group discusses. This can be just by collecting emails or texts, or if it’s a video chat, by writing a short summary of the meeting.

## What are our next steps?

1. Decide on your group roles
2. Decide how you will communicate as a group
3. Email me your decisions by the end of the week