Asset mapping

Every group has an array of strengths and areas for growth. The key is to balance these two things for each group member, maximizing skill and learning for the group.

Complete this chart (see over) in collaboration with your group members.

If you are meeting in person:

- Work as a group to define which skills are important for the given tasks
- Pass the sheet around and ask people to fill in their names in the columns representing existing skills or desires to grow in a given area
- As a group, decide who will actually complete each task, or if the task could be shared
- When deciding who will do what, consider both team-mates' current skills and their desire to grow in a particular area

If you choose to do this step online:

- Have 1-2 team members fill out the task breakdown (left-hand) column, then use a shared document (e.g., Google Docs; OneDrive) to have other team members complete the remaining columns
- Don't decide who will do what until everyone has had a fair chance to express their interest in different areas
- Have the team lead send out assigned tasks, then wait for other group members to confirm they're happy before finalizing the task list

For example,

Tasks to be completed and skills needed for each task	Team members with existing skills in the area	Team members who want to improve their skill in this area
Communicating with prof	Angela	Stan
Writing outlines & drafts	Rushan	Dasha
Editing		Andy, Angela
Writing references & bibliographies	Dasha	Stan
Leading teams		John, Angela

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