**Activity 13: In-Class Group Meetings**

 **Purpose of this assignment:** The goal of the meeting today is to help you prepare the [material and methods] section of your paper.

**How does it fit within the entire project?** [The material and methods present to your readers all of the information necessary to explain how you obtained your results and how these analyses might be replicated. It mentions the nature and origin of the data studied (the material), how they were analyzed (the methods). This is a critical element of every research publication.]

**Tasks required:** Complete the activity below.

**Deliverable:** Completed version of this handout uploaded to [LMS] by [deadline] (one per group).

**Estimated time:** [to determine based on the number of group members, number of questions, etc.]

**Group work or individual work?** Group work.

**Notes to instructor:**

* The example provided here is for the material and methods. Similar meeting structures can be developed for other elements of the CURE.
* This activity is designed for groups of four students.
* The dates in the last table are the dates between the day of the group meeting and the due date of the deliverable. The number of rows should be adjusted accordingly.

**Step-by-step:**

1. Within your group, you will all, in turn assume the following roles:
* **Recorder:** Takes notes of the conversation taking place.
* **Presenter:** Presents their findings.
* **Encourager:** Pushes back on specific statements or too quick a consensus . Encourages the consideration of a number of options or viewpoints, focuses on potentially rich areas of disagreement.
* **Facilitator:** Ensures the group stays on task and on time. Additionally, the facilitator will enforce speaking opportunities (see below).

Fill out table below with your names. Notice that you will change roles throughout the conversation:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Recorder** | **Presenter** | **Encourager** | **Facilitator** |
| **Summary 1** | Person 1: | Person 4: | Person 3: | Person 2: |
| **Summary 2** | Person 2: | Person 1: | Person 4: | Person 3: |
| **Summary 3** | Person 3: | Person 2: | Person 1: | Person 4: |
| **Summary 4** | Person 4: | Person 3: | Person 2: | Person 1: |

1. The structure of the conversation is the following. Please read the list in its entirety **before** to start the conversations:
	1. The facilitator will remind everyone of their roles for the conversation that is about to take place.
	2. The facilitator will yield the floor to the presenter who will go over their answers to the following questions from the agenda activity associated with this meeting.
		* + Are there elements of your material and methods outline that need to be edited or added based on comparisons with the two template papers?
			+ What other papers have you found to have helpful material and methods section?
			+ Are there elements of your material and methods outline that need to be edited or added based on your readings beyond the two template papers? Mention specific elements.
	3. The facilitator will (kindly) ask the person to stop their presentation after five minutes.
	4. The facilitator will ask the encourager to ask questions and raise concerns or counterpoints for three minutes.
	5. The facilitator will also raise concerns and ask questions for a maximum of two minute.
	6. The presenter will reply to those for a maximum of two minutes.
	7. The facilitator will check the clock and announce the time elapsed. The encourager should push for additional conversations drawing on points raised so far to get the time to approximately twelve minutes of conversation.
	8. The recorder will take notes throughout the entire conversation and then provide a summary to the entire group in a maximum of two minutes.
	9. The group will submit corrections to the record as they wish for a maximum of one minute enforced by the facilitator.
	10. All members of the group should make use of the board as necessary to show information or organize their thoughts.
	11. Go to the next person and repeat until everyone has presented their answers and had a chance to (respectfully) debate the other group members.
2. Using the notes from the recording role you assumed earlier, complete the following questions as a group:
	1. What is the final outline of your material and methods section?
	2. For each of those, provide a one to three sentence summary of the information that will be included. Use the next page as necessary. Leave the second column of the table blank.

|  |  |
| --- | --- |
| **Outline** | **Refs.** |
|  |  |

* 1. For each element of your material and methods above, add in the second column relevant and necessary references. Those would be the papers that you will cite in your writing.
	2. Use different colors (use the highlight tool of Word) to assign each section of your material and methods to a member of the group.

|  |  |
| --- | --- |
| **Section color** | **Team member** |
| Yellow |  |
| Cyan |  |
| Purple |  |
| Green |  |

In doing so, keep in mind the following:

* The length of the section/subsection assigned to each person
* The familiarity of each team member with the relevant references/sections/concepts
* The technical complexity of each section/subsection
* The number of references to read/skim/check/cite
* Your own commitments to other classes, job, life …
	1. Use the end of this page to develop a timeline for the writing process. The draft is due on [due date]. Keep in mind that you will need to check the entire work for a sense of unity. It should be a single piece, not a collection of pieces put together. The different sections of the material and methods should work TOGETHER both in terms of writing and in terms of concepts/explanations/narrative.

|  |  |
| --- | --- |
| **Date** | **Commitment** |
| [date 1] |  |
| [date 2] |  |
| [date 3] |  |
| [date 4] |  |
| [date 5] |  |