In Class Exercises

Writing Survey Questions Exercise

1. How many group projects have you worked on in the past year?
   0  1-2  3-5  6+

2. What tools have you used or do you currently use to collaborate on team projects?
   ___ Email
   ___ Yahoo/Google Groups
   ___ COL Collaboration
   ___ Text Messaging
   ___ Phone
   ___ Other (Please specify) ____________________________________________

3. Rank in order of preference the above methods of collaboration?
   1. ________________________________________________________________
   2. ________________________________________________________________
   3. ________________________________________________________________
   4. ________________________________________________________________
   5. ________________________________________________________________
   6. ________________________________________________________________

4. What do you use collaboration tools for? (Check all that apply)
   ___ Sharing Files
   ___ Messaging Members
   ___ Manage Schedules
   ___ Project Timelines/Deadlines
   ___ Assign Tasks
   ___ Store Documents
   ___ Other (Please specify) ____________________________________________

Comment [MR1]: What do we mean by "group project?"
Comment [MR2]: Ranking is a good follow up to the previous question
Comment [MR3]: What do we mean by "collaboration tool?"
5. **What do you like best about your top choice of collaborative method?**

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

6. **Where do you see room for improvement in the tools you currently use?**

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

7. **When do you typically use these tools? (You can address more than one tool)**

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

8. **If you need to share a document with a group, what method do you use?**

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
9. Do you have a web-enabled phone?
   _____ Yes    _____ No

   a. If yes, how often do you use the capability?
      _____ Daily
      _____ Few times a week
      _____ Rarely

   b. If not, why?

   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

10. When working with a team, how frequently do you communicate with them?
    _____ Daily
    _____ Few times a week
    _____ Rarely

11. Do you use an online calendar for team projects?
    _____ Yes    _____ No

   a. If yes, what do you use it for? (Check all that apply)
      _____ Managing Deadlines/Schedules
      _____ Group Meetings
      _____ Scheduling Your Availability
      _____ Recording Notes
      _____ Other (Please specify) __________________________________________

   b. If not, why?

   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________