

## CPCRN Workgroup Best Practices

### Joining a Workgroup

Workgroup calls are open to all CPCRN members who plan to participate and contribute to the Workgroup. To join a Workgroup and receive regular communications about the Workgroup, please ask your Collaborating Center's Project Director to add you to the Workgroup in the CPCRN Directory. Once you've been added to the Workgroup in the directory, you'll have access to the Workgroup Google Drive, and you'll be included in the Workgroup email distribution list.

### Emailing Workgroup Members

Please use the Email Members feature on the CPCRN website for all Workgroup emails. Workgroup membership changes over time. By using the Email Members feature, you will always use the most up-to-date list of Workgroup members. *As a best practice, do not simply reply all to previous emails as the list may be outdated.* Please use discretion when sending mass emails via the Workgroup Email Members feature.

### Web Conferencing

The CPCRN Coordinating Center encourages all Workgroups to use Zoom for Workgroup meetings. The Coordinating Center is able to set up a recurring Zoom meeting for the Workgroup. Alternatively, Workgroup co-chairs or Project Directors may set up Zoom meetings from their own university's account. Workgroup co-chairs and Project Directors are responsible for sharing meeting documents from their computer via Zoom. Workgroup meetings don't require a Coordinating Center host. However, the Coordinating Center team is available to assist when notified in advance. Members should turn on their web cameras whenever possible, as it helps us build relationships across the distance. All Zoom meetings must be recorded and made available upon request to those who may have missed the call.

### Google Drive

All Workgroups have shared storage space in Google Drive. Each Workgroup member receives an invitation to the Workgroup Google Drive when they're added to the Workgroup in the CPCRN directory. Within one week of each Workgroup meeting, Workgroup Project Directors should add meeting minutes to Google Drive and email the document's Google Drive link to all Workgroup members using the Email Members feature. Other Workgroup documents and collaborative work should also be stored in Google Drive where all members can access it.

### Meeting Frequency

Workgroups typically meet 1-2 times a month, with progress on Workgroup activities occurring between meetings. Depending on the Workgroup's activities, more or less frequent meetings may be appropriate. Workgroups are encouraged to break into subgroups as needed.

### Workgroup Project Directors

Workgroup Project Directors should be identified in the Workgroup's charter. Typically, Workgroup Project Director positions are filled by the Project Directors from each of the co-chairs' Collaborating Centers; however, alternate staff may be identified. Workgroup Project Directors share the responsibility for coordinating Workgroup activities, providing timely communications to Network

members, hosting Zoom meetings, taking meeting minutes, adding minutes and other documents to the Workgroup Google Drive, and drafting annual Workgroup progress reports for review and approval by the Workgroup's co-chairs. Collaborating Centers are expected to contribute at least half of their resources and time towards cross-center Network activities, which should include, in part, Project Director time managing the above tasks to help optimize Workgroup productivity.

### **Adding Workgroup Meetings to the CPCRN Calendar**

All Workgroup meetings must be added to the [CPCRN calendar](#). To add a Workgroup meeting to the CPCRN calendar, the Workgroup co-chairs or Project Directors should email the call date and time to the Coordinating Center ([beckylee@unc.edu](mailto:beckylee@unc.edu) and [alexayoung@unc.edu](mailto:alexayoung@unc.edu)), indicating the following:

- Do you need a Zoom link assigned, or have you already created one? *If the latter, please send it to the Coordinating Center*
- Do you want the Coordinating Center to send out meeting invitations through Google calendar, or will the Project Director send out invitations separately?