0.1 Free riders

There are always lazy students who are content to let others do the work. If it's just laziness, I don't hesitate to reprimand them explicitly: "Adam - you're just staring into space and letting the other three figure out the problem; if the problems aren't challenging enough, then I can let you work faster in a group by yourself, but judging from your homework that's not the issue." On the other hand, if it's a student with a confidence problem who needs some nurturing, it's probably better to make a note of it and to continue to ask that student to explain what their group has done whenever you come around (you have to ask other students sometimes, or it gets too obvious). Involving the student as much as possible, with questions that are at their level but not patronizing, will often cure this. Also impress upon the others that it's their job to make sure the free rider is keeping up with the group since that person (you've just decided) will be in charge of the first group writeup. If a significant portion of the grade is based on exams (individual of course, not group), that will motivate students not to free-ride.