Group Contract

Client-based Project / Team Project

## Group Basics

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Member Name** | **Role** | **Phone** | **Email** | **Grade Desired** | **Initials** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |

Possible group meet time:

Possible group meet locations:

Possible online collaboration space:

## Group Goal

1. Describe the deliverable of the group’s project:
2. The project will be broken down to the following milestones:

|  |  |
| --- | --- |
| **Descriptions of Each Milestone** | **Deadline** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |

## General Communication

1. Emails related to the group project should be replied within in \_\_\_\_ hours.
2. Tasks that group members agree to undertake should be completed to the agreed deadline. If it looks as though there will be a problem meeting a deadline, the person concerned should seek help from other members of the team in time to avoid a delay.
3. Each group member has the right to point out whether any of these rules are being broken.
4. The group will actively seek a consensus of opinion based on the opinions of every member.
5. All communication, verbal or written, should be concise, objective, and civil. Sexist and racist remarks are not acceptable.
6. Aggressive and dominating behavior is not acceptable.

## Group Meeting Rules

1. All group members will arrive at meeting prepared by having:  
   (a) read the assigned material,   
   (b) ideas pertaining to the tasks and decisions to be made;   
   (c) (……)
2. Meetings will start \_\_\_ minutes after the agreed start time.
3. In case of unavoidable events, contact \_\_\_\_\_\_ (group member) at \_\_\_\_\_\_ (phone or email).
4. Roles of next meeting will be assigned at the end of the current meeting. Roles will rotate each meeting.
5. The leader will, at the beginning of a meeting (or prior to the meeting), set sub-goals. These sub-goals will be presented to the group for a consensus of approval. The leader is also responsible for deciding what to do when time is running out during a discussion.
6. The timekeeper is responsible for keeping track of the time allotted to each discussion, and keeping the group aware of time remaining.
7. The devil's advocate will keep his/her mind open to problems, possibilities, and divergent or opposing ideas.
8. The secretary is responsible for taking in-session notes, preparing presentation materials from these notes, and uploading the notes to group collaborative space online. Meeting notes must include the following elements:
   * Date
   * Attendance
   * Agenda, mark each item complete or incomplete
   * Action items assigned to \_\_\_\_ (group member) to be completed by \_\_\_\_ (time)
   * Roles of next meeting
   * (……)
9. Each member will take turns listening as well as talking.
10. All group members will remain in the meeting until:  
    (a) all tasks for that meeting are completed, or   
    (b) there is unanimous adjournment.
11. Group member arrives late will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (describe consequence).
12. Group member missed \_\_\_\_ (how many) meetings during the project period will \_\_\_\_\_\_\_\_\_\_\_\_\_ (describe consequence, such as “be warned”/ “fired”.)

(It’s up to the instructor to determine if the instructor must approve the firing, or the “fired” person must find another group, take a penalty of one letter grade drop, or simply complete the group project on his/her own.)

1. Group member who are unable to complete assigned tasks will \_\_\_\_\_\_\_\_\_\_\_\_\_ (describe consequence).
2. Group member who are unable to complete assigned tasks with quality work will \_\_\_\_\_\_\_\_\_\_\_\_\_ (describe consequence).

## Methods for Resolving an Impasse

**Step 1:** The group members will isolate areas of disagreement, and the group will come to a consensus. If no consensus is reached, proceed to Step 2.

**Step 2:** The leader will decide the relevance or importance of the dispute and may postpone the conflict if its relevance or importance is deemed questionable or minimal.

**Step 3:** The leader will decide the amount of time for discussion or arbitration before calling a vote.

**Step 4:** The leader will call a vote. If the vote is a stalemate, the leader makes a final decision.