

GROUP CONTRACT

We <list all students> working on the project in <subject number> agree to the following group rules:

- 1) We agree to undertake a project on "XXX".
- 2) Individuals agree to fulfill the following roles:

Leader __ <name> _____

Scribe/Secretary _ <Name> _____

Other Role ____ <Name> _____

Other Role ____ <Name> _____

- 3) To be prepared, actively participate and attend all group meetings which are to occur weekly/Fortnightly/as required;
- 4) To allow all members of the group to participate and to listen to all perspectives;
- 5) To raise concerns in a civil fashion when issues arises;
- 6) To provide written/oral updates on the progress of my activities;
- 7) Communicate with the group promptly in the case where there are events that may impact on my ability to contribute;
- 8) To take responsibility for my assigned tasks and provide written work to members of the group for feedback;
- 9) To provide feedback to others written work within X days and respond to email questions from members within X days;
- 10) To follow the group leader, who will be elected by members of the group;
- 11) To contribute equally in terms effort and time necessary for the group to receive the targeted grade ____ (this does not mean everyone participates in all activities).
- 12) Conflicts (i.e. disagreements that cannot be resolved) that arise will be dealt with by the group based on a consensus building approach. If this does not work we will apply the majority decision. Should there still be an issue it will then be raised with the professor.
- 13) The group will complete an evaluation of members' participation at the end of the semester. This will be done as a group and should it be agreed that individuals have not contributed (or performed above and beyond what was expected) it will result in the individuals grade being adjusted accordingly.
- 14) Other Issues

Signed _____ Dated _____

Signed _____ Dated _____

Signed _____ Dated _____

Signed _____ Dated _____

Supervisor Signed _____ Dated _____