**Group Contract**

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| Group Name (optional): | **Group 6** | Date: | **28/11/2017** |

These are the terms of group conduct and cooperation that we agree on as a team.

**Participation**: We agree to....

Do tasks on time.

Divide the work between everyone.

Share our ideas with the team members.

Ask each other questions and help each other.

**Communication**: We agree to...

Speak in a language that everyone understands.

Not offend each other.

Not shout at each other.

Listen to each other ideas and not disturb when someone is talking.

**Meetings**: We agree to....

Be on time.

Make meetings as often as it is necessary.

Be prepared on meetings.

Inform absent member about all information from meeting.

**Conduct**: We agree to....

Be nice to each other.

Respect each other.

**Conflict**: We agree to....

Talk about problem and suggest solutions how to fix it, that everyone will be satisfied.

**Deadlines**: We agree to....

Arrange the schedule and stick to the schedule's deadlines.

Punish ourselves in the case we don’t finish project on 6 June as follows:

Michaela, Michał – come to project meetings at 10 a.m. in September 2018

Daniela – sitting in healthy position during project meetings in September 2018

Matej – learn Polish language in September 2018 and then take test. In the case of fail, he needs to face reexams until he passes.

**Other Issues:**

We put music if everyone agrees.

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| **Group Member’s Name** | **Student number** | **Signature** |
| Daniela Koch | 266502 |  |
| Michaela Golhova | 266099 |  |
| Michał Pompa | 266494 |  |
| Matej Michalek | 266827 |  |