Group Contract Template

This contract outlines the expected standards of behaviour and the roles and responsibilities of members, and the group as a whole, and is designed to provide a scaffold for a successful collaboration on this task. All members of the group need to contribute to and agree on each guideline and responsibilities outlined in the agreement. Successful teamwork relies on fair and respectful contributions from all members of the group.

Group Member Details

For each group member, provide your name, the information of your chosen communication platform, (for example, Facebook, WhatsApp or other social media platform). As each group member will have different levels of external commitments such as work, other study, or family, which will also be a factor when determining appropriate deadlines for your group work, you may wish to add these in ‘Additional Responsibilities’ to ensure everyone’s time and commitments are respected.

|  |  |  |
| --- | --- | --- |
| Name | Contact Information | Additional Responsibilities |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| We agree to use the following communication platform: | |  |

Conduct Agreement

Group members agree to listen to each other and to always treat one another with respect. Racist and sexist behaviour or remarks are not acceptable. Aggressive or intimidating behaviour is not acceptable.

All meetings will be attended by all members. Group members agree to communicate with their fellow group members if they are unable to attend a meeting or reach a deadline.

Each group member brings strengths to the group, and all members will contribute equally to the group work task. There will be no occasion where one group member is completing all of the work, or a group member completing none of the work.

Group members agree to support and help each other to the best of their ability and agree to ask for help when needed.

If a group member contributes plagiarised material or engages in any breach of academic integrity, the group agrees to bring the matter to the attention of the instructor for review.

In the event that a group member breaks one of the agreements, the group agrees to hold a meeting to respectfully discuss a solution. If the meeting is unsuccessful or a group member refuses to attend, the issue will be brought to the instructor.

Availability

Complete the grid below to show when each member is **NOT** available to work on the assignment with your team. If this changes, complete this again.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Time | Mon | Tues | Wed | Thu | Fri | Sat | Sun |
| 8 – 9 |  |  |  |  |  |  |  |
| 9 – 10 |  |  |  |  |  |  |  |
| 10 – 11 |  |  |  |  |  |  |  |
| 11 – 12 |  |  |  |  |  |  |  |
| 12 – 1 |  |  |  |  |  |  |  |
| 1 – 2 |  |  |  |  |  |  |  |
| 2 – 3 |  |  |  |  |  |  |  |
| 3 – 4 |  |  |  |  |  |  |  |
| 4 – 5 |  |  |  |  |  |  |  |
| 5 – 6 |  |  |  |  |  |  |  |
| 6 – 7 |  |  |  |  |  |  |  |
| 7 – 8 |  |  |  |  |  |  |  |
| 8 – 9 |  |  |  |  |  |  |  |
| 9 – ? |  |  |  |  |  |  |  |

Roles and Responsibilities

How often will the group meet? E.g., weekly/fortnightly

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How will the group meet? E.g., face to face/online

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When will progress work be due and shared?

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Group Activity Plan

Please fill out according to the assignment requirements. Be as specific as possible so that everyone is clear what is being completed and by when. Feel free to add rows as required.

|  |  |  |
| --- | --- | --- |
| Project tasks / requirements | Who is completing this activity | Date to be completed |
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|  |  |  |
|  |  |  |

Group Member Signatures

Name:

Signature:

Date:

Name:

Signature:

Date:

Name:

Signature:

Date:

Name:

Signature:

Date: