Members of the group 31:

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This is the behavior we expect from each other:

# Punctuality and Timeliness

1. All group members will do their best to be punctual on time. Meetings will begin five minutes after the appointed start time, and everyone should be present and ready at that time.

2. We must attend all meetings unless there are unavoidable events such as illness.

3. All group members will remain in the meeting until (a) all tasks for that meeting are

completed, or (b) the meeting is unanimously adjourned.

# Procedures

1. All group members shall come to meetings prepared by reading the assigned material (as much as possible) and coming up with ideas regarding the tasks and decisions to be made.
2. Tasks that group members agree to perform must be completed by the agreed upon deadline. If it appears that a deadline cannot be met, the individual should seek help from other members of the team in time to avoid delay.
3. At the end of the session, there is an assimilation period to evaluate group mechanisms and ensure that all tasks have been completed properly.
4. Each group member has the right to indicate if any of these rules are being violated.
5. All group members share short informational messages via WhatsApps/Teams Group
6. All documents are saved and shared on Teams/Google Drive / \_\_\_\_in the folder (so data is always backed up). Folders are numbered and properly described.

# Behavior

1. The group will actively seek consensus based on the opinions of all members.

2. Each member will get enough time to express their opinions/ideas

3. Sexist and racist comments are not acceptable

4. Aggressive and dominant behavior is not acceptable

# Roles

1. Roles will be assigned before the meeting or, if not possible, at the beginning of

the meeting. Tasks rotate each meeting.

2. The leader will establish sub-goals at the beginning of a meeting. These subgoals

will be presented to the group for consensus of approval.

3. The timekeeper is responsible for keeping track of the time allocated to each

discussion and for keeping the group informed of the time remaining. The leader

is responsible for deciding what to do if time runs out during a discussion.

4. The devil's advocate keeps his/her mind open to problems, possibilities, and

divergent or opposing ideas.

# Evaluate

Despite making agreements in a group contract, things can still go wrong in group work. Therefore, it is good to regularly discuss with each other whether everything is still going according to the agreements or whether adjustments are needed. At the start of the project, set up a few moments to discuss this. It is good to do this in advance because scheduling these once there are problems is more complicated.

Method for resolving an impasse

If there does exist a problem, for example the group cannot decide how to address problems, then apply the simple step-by-step plan below.

Step 1: Group members will isolate the points of disagreement and the group will come to a consensus. If no consensus is reached, we will proceed to step 2.

Step 2: The group will decide on the relevance or importance of the conflict and may postpone the conflict if its relevance or importance is considered questionable or minimal.

Step 3: The group will agree on how much time there is for discussion or arbitration before proceeding to a vote.

Step 4: The group will call a vote and we are three members so there will be a decision.

Signature/ Date