**Group Project Contract**

|  |  |
| --- | --- |
| **Team Name:** |  |
| **Project Name:** |  |
| **Team Members:** |  |
|  |
|  |
|  |
|  |

**Team Member Schedules**

Mark the times anyone is **NOT AVAILABLE** to meet on a regular basis (not counting sporting events, performances, etc.):

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Time | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 8am-9am |  |  |  |  |  |  |  |
| 9am-10am |  |  |  |  |  |  |  |
| 10am-11am |  |  |  |  |  |  |  |
| 11am-12pm |  |  |  |  |  |  |  |
| 12pm-1pm |  |  |  |  |  |  |  |
| 1pm-2pm |  |  |  |  |  |  |  |
| 2pm-3pm |  |  |  |  |  |  |  |
| 3pm-4pm |  |  |  |  |  |  |  |
| 4pm-5pm |  |  |  |  |  |  |  |
| 5pm-6pm |  |  |  |  |  |  |  |
| 6pm-7pm |  |  |  |  |  |  |  |
| 7pm-8pm |  |  |  |  |  |  |  |
| 8pm-9pm |  |  |  |  |  |  |  |
| 9pm-10pm |  |  |  |  |  |  |  |

**Weekly Meetings**

**Day:**

**Time:**

**Project Roles**

***IMPORTANT:*** Every group member must take on the responsibility of team lead for at least one project milestone.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | **Project Milestone** | **Role** | **Team Member Name** | | **Milestone 1** | **Team Lead** |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | **Milestone 2** | **Team Lead** |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | **Milestone 3** | **Team Lead** |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | **Milestone 4** | **Team Lead** |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | |  |  |  | | --- | --- | --- | | **Project Milestone** | **Role** | **Team Member Name** | | **Milestone 5** | **Team Lead** |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | **Milestone 6** | **Team Lead** |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | **Milestone 7** | **Team Lead** |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | **Milestone 8** | **Team Lead** |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |

**Expectations**

At the mid-semester project proposal and upon project completion, each group member will evaluate every other member of the project team. The following rubric (left table) will be used in the assessment process. The additional expectations (right table) may be filled in and agreed upon by all group members, but will not be graded.

**CONSEQUENCES:** In addition to contributing to each student’s final project grade, students may vote to remove one of their peers from the group if that person is not properly contributing and/or hindering the progress of the entire group or individual group members (subject to instructor review). Alternatively, a student may elect to leave their group, completing a final project with all of the same requirements as a full group project on their own, subject to instructor approval. *No group changes may be made before mid-semester break.*

**NOTE:** Peer assessments may retroactively affect a student’s grade for prior group deliverables. For example, if it is shown that a student did not appropriately contribute to the work of a milestone deliverable, the student will only receive a portion of the original group milestone grade, subject to instructor discretion based on available information.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Rubric Requirements** | **Points Possible** | | **Participation** | **20** | | Took part in all required group meetings (sans excused absences - sports, music performance, etc.). | 5 | | Completed all assigned tasks on time. | 5 | | Displayed adequate written communication skills. | 5 | | Displayed adequate oral communication skills. | 5 | | **Competency** | **20** | | Demonstrated adequate planning skills. | 5 | | Demonstrated adequate technical skills. | 5 | | Demonstrated adequate problem-solving skills. | 5 | | Performed meaningful contribution to the success of the project. | 5 | | **TOTAL** | **40** | | |  | | --- | | **Additional Expectations (NOT GRADED)** | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |

**Team Commitment**

By signing this contract, you agree to be held accountable for the responsibilities set forth in the project expectations and scheduling of this document, along with any consequences for failing to meet those expectations.

|  |  |  |
| --- | --- | --- |
| **Team Member Name** | **Signature (or initials)** | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |