# STA302H1 Fall 2025 Final Project

## Part 0: Group Teamwork Agreement Overview

### Why do we need a group teamwork agreement?

Many jobs in industry and beyond look for applicants with strong collaboration and team skills. But working in teams can be difficult and sometimes frustrating. Effective teams have a good understanding of their ground rules for behaviour and expectations. Deciding early how to navigate division of labour and potential group issues will help your group project run smoothly.

This group agreement aims to support effective teamwork for the STA302 final project. It has been developed based on U of T policies and with reference to adapted work from Federman Stein, R., & Hurd, S. (2000). *Using student teams in the classroom: a faculty guide*. Anker: Boston, MA.

### Setting group expectations and policies

The following is expected of you as a group member:

- Attending any group meetings in or outside course time (in person or virtual)
- Contributing to group work fairly
- Communicating clearly and with respect
- Listening to your peers' ideas
- Accepting and giving constructive feedback
- Completing group work tasks to the best of your ability and on time

**Before the deadline** to register your group, please discuss and agree on the following:

- What *platform*(s) will you use to *meet, communicate,* and *collaborate*? E.g., email, Zoom, OneDrive, etc. Remember that you have access to Zoom and Microsoft 365 (including OneDrive, which has collaboration functionality) as U of T students. Your group also has your Quercus group page with discussions enabled.
- What is your *meeting schedule*? How often do you plan to meet and for how long?
    - Do meetings start on the hour or on U of T time? What does it mean to be 'on time'?
    - If you're not holding meetings, how and when will group members give *progress updates*?
- If you cannot *attend a meeting*, what will you do and by when?

- What *role* will each person have in the project? What will each person be responsible for? How will you divide up the tasks equitably? Will each person take the lead on a different task, or will all group members share every task?
- If you cannot *complete a task* that you said you would, by the time you said you would, what will you do?
- What does satisfactory *participation/contributions* look like in this group?
- What will your group do if a member does not *participate/contribute* enough?
- Are there any *other* things you must agree on as a group to work effectively?

## Group issues

If there is a problem within your group, e.g., you cannot contact a group member or a group member is consistently not participating, not completing work or not completing work to the appropriate standard, you must contact the teaching team at sta302@course.utoronto.ca, **at least 5 business days before the relevant project submission is due**.  We will do our best to help you resolve the issue.

Our expectations of you and your group:

- You will email sta302@course.utoronto.ca with *group-work concerns* as soon as they arise. We cannot help you when you email the night before the due date saying that you haven't heard from a member at all in the last two weeks. You should alert us to the situation *proactively* so that we can get involved to help you find a solution.
- You will be an *active* and *equal* contributor to your group, maintain regular communication, and flag issues with completing assigned pieces of work as soon as possible. Aim to operate under a 'no surprises' policy.

As this project is a piece of coursework at U of T, you have *already* made agreements to abide by the University of Toronto's rules and codes of conduct for students. As a student of U of T, you are responsible for understanding the requirements of the Code of Conduct on Academic Matters. U of T also has a Code of Student Conduct, and there will be zero-tolerance of discriminatory harassment, sexual harassment and any other forms of prohibited behaviour, in the context of this group-work and the wider class.

## Instructions

Once you have decided on your group of 3, sign up as a group on Quercus → People → Final Project Groups. Please make sure that you are all in the same group. More information about Quercus Groups is available here:
https://utm.library.utoronto.ca/students/canvas/groups#signup. Your group number will correspond with your group name on Quercus. For example, if you sign up to be in "Project

Group 194", then you are in Group # 194. Please do not change the group name on Quercus. You may want to assign one of your group members to be the "Group Leader" on Quercus. You can decide as a group what roles your Group Leader (if you choose to have one) will have.

Meet as a group and discuss the prompts set out in the *'Setting group expectations and policies'* section. Have one member of the group add your notes about each of the topics in the *'Setting group expectations and policies'* section in the box below. You can increase or decrease its size as need. You can format your answers in whatever way works for you, but ensure they clearly capture what you are all agreeing to so you can refer to them later. Once the groupwork contract is complete, each member must sign this group contract and one completed PDF should be uploaded with your proposal submission. Each member should retain a copy of the signed document for their own reference.

# Group Teamwork Agreement for Group # _____

*Your group agreement goes here. Delete this text in the version you submit. Feel free to increase the size of this box*

## Declaration of Agreement

We, the members of group _____, will participate effectively in this group as we prepare our final project, over the course of the Fall 2025 term. This will include:

- *Acting in accordance with our group agreement, as outlined above.*
- *Attending group meetings on time.* If I must miss a group meeting, I will inform my group members ahead of time.
- *Coming prepared to share with my group.* If I am unable to prepare and/or complete agreed to work by the meeting, I will let my group know as soon as possible and take on additional work as needed to make sure everyone contributes a fair and equal amount to this project.
- *Being an active listener and participant.* I will ask for clarification if I do not understand something, and I will encourage all group members to speak up and share their views.
- *Giving constructive feedback,but not being unhelpfully negative.* I will comment on strengths and areas for improvement, when relevant.
- *Being respectful and professional at all times.*
- *Alerting the STA302 teaching team to any issues with our group so they can support their resolution.*

By completing the information below, each member agrees to abide by the group agreement and to contribute equally to the completion of the final project.

| Name (as it appears on Quercus) | UofT email address | Date signed |
|---|---|---|
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*Once completed and signed, upload a PDF copy to your Quercus group page and submit a copy with your Final Project Part 1 submission.*