

The collaboration agreement

A collaboration agreement is a tool for producing effective group processes. You should all present your expectations to the group work and to each other. While doing so, you can discuss your different wishes and decide how you will work as a group. The collaboration agreement should document all your decisions.

The collaboration agreement is relevant because it will help you insure a good group process. A good group process determines a good individual learning process. You grow and learn along with other students. You learn to co-operate and get insight into your and others' strengths and weaknesses. You get continuous sparring and discussions with other students. You can learn from people from other backgrounds than your own. You will have a small group of people to relate to

In order to gain an overview of what kind of competences and team player types your present group possess, all group members are going to fill out the beneath matrix, appointing their "team profile". In that way, your group will be given the chance to reveal – and act according to – potential missing roles (...That eventually could lead to group problems – both in regards to the group work process and to the output; your prototype or whatever product your present assignment requires...)

Group members' full names	E-mail addresses	Phone numbers
1.Emily Bennett Price	e.bennett.price@gmail.com	50189447
2. Celia Zimmermann	celia@live.dk	31367424
3. Elisabet Ros Valsdottir	elberoest@gmail.com	50313152
4. Ekaterina Gerhardt-Pedersen	katya.koriakina@gmail.com	50470036
5. Alma Karen Knutsdottir	Almaknuts@hotmail.com	71909615

Group members' full names	Belbin
1.Emily Bennett Price	Plant / coordinator
2. Celia Zimmermann	Specialist / resource investigator
3. Elisabet Ros Valsdottir	Team worker / specialist
4. Ekaterina Gerhardt-Pedersen	Monitor evaluator/ implementer
5. Alma Karen Knutsdottir	Complete finisher / shaper

Following collaboration agreement-matrix should be regarded as inspirational. You might find areas of interest and other norms you need to “formalize” within the group. Feel free to add new items. The matrix is your internal “group contract” where you should be able to find answers on to how to cope with all sorts of obstacles you might meet within your group work. You should see it as a work tool...

Topic	Explanation	Group's decision
Group's purpose	What assignment – in brief, is the group going to solve	Get an understanding of UX, create our own digital business, create a new digital service through an app
Group's goals	What goals – except solving the assignment – is the group going to put focus on: learning goals, process/social goals etc.	Evolving our skills and working in new areas to improve our weaknesses. For example, if you enjoy coding but want to work on design to improve illustrator skills.
Group's ambition	Are you going to build a castle or a shed? Are you focusing on the process or the final product?	The process is just as important as the final product. We want to learn and improve our strengths while creating something unique.
Individual group members' goals/ambition	Have you got any individual agendas; ex. part(s) of your individual semester learning goal, that you want to achieve within this group work.	We would like to work together to create a cool innovative idea.
		Each of us have strengths that we bring to the table but we will create small deadlines within the project to work in other areas.
		We want to be more universally prepared for the real world / internship
		Each of us can help one another while learning
What skills does the group wish to develop?	Have you got any specific skills that you as a group want to focus on; programming tools, Photoshop, Illustrator etc.	Improve design and work more in illustrator / photoshop. Javascript / css
Group's strategy	How will the group ensure that each member develops the desired skills; are you going to meet a lot, read a lot, share knowledge a lot, teach each other etc.	<ul style="list-style-type: none"> - Status meetings every morning - Sharing knowledge // over messaging - Good organization - Daily group work (in class mostly) - Individual tasks based on what people would like to work with, and/or are interested in working with
How many hours of daily group work? How many hours of daily individual work?		37 + per week
What activities outside the studies will each member prioritize?	Have you got any “outside the school obligations” that you want to tell your group members about; i.e. children, work, other that is of importance to you and something you want to-/have to prioritize – perhaps even above the group work.	Work, Babe, family. We are prioritizing school but we each have obligations outside of school. We stay connected through messaging and daily updates..
When will the group meet for group work?	Make a schedule!	After class, Wednesdays
How will the group divide the task(s)?	Are you going to do everything sitting together, are you going to work one and one, are you going to solve	We will sit together as much as we can and stay connected in messenger. We will also work in pairs depending on the task

	things in pairs? To give answer to this you should try to breakdown the assignment into different tasks...	
How are you going to take decisions in the group?	Are you going to vote and/or use other "democratic tools? Are you aiming for unity and willing discuss each and every issue until everybody agrees or are you going to appoint responsibility and let group members working with i.e. design solely take decisions regarding design...	Sharing and discussing ideas and problems together during group work hours (and agreeing). If necessary, decide by voting.
What problems are likely to arise in the group process?	Have you any pre knowledge of potential "working together issues". Try to have some explicit considerations regarding who you are as "team player types"	If we are unable to solve an issue we will seek assistance from teachers.
How are you going to organize the group?	Are you going to build a group hierarchy with a leader and other appointed "organizational tasks" If so, how are you going to appoint the leader/ decide about the hierarchy? Or are you going to work in a very horizontal and partly "anarchistic" group structure	We will divide tasks and make sure the work load is fair and discuss / vote on any issues.
How will group evaluate the group process the group's ability to reach it's goals?	Will you evaluate every day using ex. SCRUM meetings or will you evaluate otherwise	We will meet daily for updates and discuss any new ideas or problems that arise. To find solutions together. Kanban chart
How and when will you punish violation of the group norms?	How often are you going to violate the rules in order to get punished? What types of punishment will you use; baking a cake, split up the group, expelling a team member? If you are going to expel a team member, how will you do it?	If you are not completing the tasks on time we will come together and discuss the course of action. If you are not pulling your weight you need to explain so we can pick up the slack. You must pull your weight to be part of the turn in. mutual respect.