**Group Contract Template for Game Development Projects**

**Introduction**

* This contract establishes the guidelines and expectations for all members participating in game development projects at University of Derby. Its purpose is to ensure that all members contribute positively and effectively to the completion of the project in a professional and respectful environment.

**1. Roles and Responsibilities**

* Each member will be assigned specific roles and responsibilities at the commencement of the project. These roles will be documented and agreed upon by all members.
* Members are expected to complete their assigned tasks on time and attend all scheduled meetings unless excused for valid reasons.
* Having other priorities such as working alongside university is not a valid excuse for failing to meet standards. A full time working week is expected, the hours arte at the discretion of the member as long as they attend group scheduled events such as meetings.
* For game jams and other mini projects full time is not expected but members should put thought into how much time they can commit. These projects are intended to be flexible; any amount of time is fine. The group just needs to be made aware of availability and members need to stick to whatever commitment they make, members should not feel obligated to make large commitments. This should be communicated at initial projects meetings or in the group Discord channel setup for the event.

**2. Behavioural Expectations**

* Members must conduct themselves in a professional manner, showing respect to all teammates. Bullying, harassment, or any form of abuse will not be tolerated.
* Constructive criticism is encouraged, but it should always be given respectfully and in a manner that supports team cohesion and individual growth.
* Members are encouraged to give support to each other, both moral and practical.
* Attending team building events is also encouraged, although not mandatory.
* Any behaviour made with the intent of demotivating or demoralizing the team will be considered bullying, harassment and /or abuse. eg, “You won’t finish that in time, don’t even both trying”

**3. Productivity and Participation**

* Members are required to demonstrate consistent productivity by completing assigned tasks each week/between meetings. If a member is unable to meet these requirements, they must communicate with the group leader or department head promptly to discuss their challenges. When failing to complete work members must be able to show an honest best effort to complete the work and seek help.
* Members are expected to prioritize their own work but group leaders should give some, short term, leeway to members who are late but can demonstrate their reason being that they were assisting another member who was stuck.
* Members harming productivity in any way will be given a warning in the first instance and then removed from the group in the second. The definition of harming productivity is at the discretion of the group leader but can include
  + Submitting untested code
  + Deliberately deviating from agreed coding guides and established practices.
  + Changing other peoples code without discussion or group agreement.
  + Unilaterally making changes to other peoples work without discussion because “my way is better”, or similar.
* Attendance at all scheduled meetings is mandatory unless prior excuses are provided and agreed by the group leader. Missing two meetings without a valid excuse will result in a warning, and further absences may lead to removal from the project. Members missing a meeting, should at their first opportunity, make a proactive effort to get caught up on missed communication and assigned duties.
* Being late to a meeting will be treated as missing the meeting, at the discretion of the group leader.
* Valid reasons for missing meetings include, but are not limited to
  + Medical issues with evidence, which can be provided directly to lecturers.
  + Family bereavement
  + Mandatory University events directly related to your degree.

**4. Process for Addressing Non-Compliance**

* First Instance: Any member who fails to meet the behavioural or productivity standards will receive a written warning from the group leader or department head. They will be given specific feedback on what needs to improve and a reasonable timeframe to correct the issue, in most circumstances this will be dealt with at weekly meetings and the member will be given 1 week to improve. The lecturers should be notified of this.
* Removal: Continual failure to comply with the set standards, after warnings, may result in removal from the project. The final decision will be made by the group leader or department heads in consultation with lecturers, ensuring a fair and unbiased process.
* The group leader has discretion to provide a verbal warning prior to a formal written warning if they feel the situation does not yet fully rise to the level of a written warning.

**5. Appeals Process**

* Any member who is removed from the group may appeal the decision. The appeal must be presented in writing to the group leader and will be reviewed in a meeting with all members present. A majority vote will be required to overturn the removal decision. If a member was removed for failing to complete work, and failing to show an honest best effort they must finish this work prior to the appeals vote or their appeal will automatically be denied.
* Members with an outstanding appeal should be treated as active group members and should continue to be assigned work and continue to show up to meetings. Continued failure to meet expectations during the appeals process will result in the appeal being automatically denied.
* Written warning, removal and appeal will all happen at the weekly meetings. This schedule can be changed by unanimous agreement between the group leader, the offending member and any relevant department heads

**6. Amendments to the Contract**

* This contract is dynamic and may be amended as necessary to reflect the evolving needs of the group and the project. All amendments must be agreed upon by a majority of the team members and documented in the meeting minutes.

**Signature**

* All project members are required to read and agree to these terms by signing below. This contract is binding for the duration of the project.

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| **Member Name** | **Role** | **Signature** | **Date** |
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