

## **Group Name: Group 11**

### **Purpose:**

This contract outlines the guidelines and expectations for all group members to ensure effective collaboration, accountability, and mutual respect during the project.

### **Group Rules & Expectations**

- Meeting Schedule: **Every Tuesday & Thursday**
- We will update each other twice a week. Additional meetings may be scheduled as needed to meet deadlines.
- If an urgent meeting is required, the group will notify all members at least 24 hours in advance.

### **Communication:**

- Primary method of contact: iMessage
- Updates on progress will be shared with the group a minimum of once a week, with a recommendation of 3 times a week for larger tasks or deadlines.

### **Decision Making:**

- All major decisions will be made by group vote, with each member having an equal say.
- Tasks will be delegated fairly, ensuring each member has a clear responsibility.

### **Accountability:**

- Every member is responsible for their assigned tasks. A system of regular updates will ensure no one falls behind.
- If a member is not contributing or missing deadlines, the group will first address the issue directly and respectfully.
- In the event of repeated issues, the member will be required to explain their circumstances and how they plan to improve.

### **Final Submission:**

**Daniel Flores** will be responsible for reviewing and submitting the final project after all group members have reviewed and approved the work.

### **Ground Rules for Effective Functioning:**

- Each member will have an equal chance to voice their opinions and concerns during decision-making. A designated facilitator (rotating role) will ensure that all voices are heard.
- Group members must update each other at least once a week. However, for large tasks or nearing deadlines, three updates per week are strongly recommended.
- All members are expected to contribute equally. A monitoring system will ensure that each person pulls their weight.
- If something is not working or needs to be adjusted, members must communicate openly and promptly to the group.
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### **Group Expectations to Avoid Issues:**

- Issue: One or more members not completing their assigned work.
  - Prevention: Regular updates and check-ins will ensure everyone is making progress and prevent members from falling behind unnoticed.
- Issue: Group members not attending scheduled update sessions or ghosting the group.
  - Prevention: If a member misses a meeting, the group will contact them directly via phone to ensure they remain engaged.
- Issue: One member trying to dominate the group's decision-making.
  - Prevention: Tasks will be delegated at the start of the project to avoid power imbalances. Decisions will be made democratically, with everyone having equal input.

Signatures:

Alyssa Mollner

Daniel Flores

Julian Jamil

Date:

October 1st, 2024