Group Contract

# Group Responsibilities

The success of a group depends on the contributions and professionalism of each and all of its members. When you join a group, you are throwing your lot in with the group. The group will let each member share in the fruits of its labour and each member should pay the group back by contributing to the group effort.

The group contract lays out the responsibilities and expectations of the group members. It also lays out how responsibilities will be determined, how group members can contact one another, consequences when group members do not meet their responsibilities, giving credit for work done and not giving credit for work which was not done.

This is a template for a contract. You can alter the parts you feel need to be altered. The final contract does need to be approved by the instructor and then signed by all members of the group.

# Contact Information

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Email | Phone (optional) | Social Media |
| Aum Rasikbhai Parsana | aparsana@myseneca.ca |  | Aum\_parsana |
| Iraklis Tsanachtsidis |  |  | \_tsanak\_ |
| Frank Perez | fperez-nakazona@myseneca.ca |  | Frankperez |
| Faaz Sherwani | faaz-sherwani@myseneca.ca |  | Faazsherwani |
| Rutarj Mrushad Shah |  |  |  |
| Tarun Thomas | tthomas60@myseneca.ca |  | Tarun\_\_\_\_\_6 |
| Jubril | jakolade@myseneca.ca |  |  |

# Professionalism

As a member of this group, I will conduct myself in a professional manner, just as I would in the workplace. I will abide by the decisions of the group and participate in the group activities to the best of my ability. I will strive to be pleasant and treat my fellow group members with respect. Should conflict arise, I will do my best to overcome it and put it behind us.

**INITIALS: AP, IT, FS, RS, TT, FP, J**

# Group Meetings

All group members agree to meet in the assigned class time.

In addition, they agree to participate in 3 meeting(s) per week outside of class time.

Individual contributions will be completed by June 25, 2023 and the group submission will be completed by June 25, 2023.

For the preparation of group submissions, the group will meet on June 25, 2023 via google meets.

**INITIALS: AP, IT, FS, RS, TT, FP, J**

# Work Distribution

Work will be distributed during a weekly group meeting where members pick the work that they are best equipped to do. Members will make every effort to distribute the work evenly amongst the group members.

**INITIALS: AP, IT, FS, RS, TT, FP, J**

# Plagiarism

The group will submit only work done by the members of the group. The group will not post their workshops, assignments or other work on the internet or distribute it to others in any other manner.

**INITIALS: AP, IT, FS, RS, TT, FP, J**

# Consequences

A group member who is often late for meetings or absent shall face consequences, such as a verbal warning or potential removal from the group, depending on the severity and frequency of their tardiness or absences.

A group member who fails to complete their chosen work on time shall be held accountable and may receive a penalty, such as a deduction in their overall contribution score or an assigned additional task to make up for the delay.

A group member who submits substandard work shall be expected to revise and improve it to meet the required standards, and if necessary, the group may provide feedback or assign someone to assist in enhancing the quality of their work.

If a group member does not pick a fair share of the work, the group shall redistribute the tasks or discuss the issue collectively to ensure equitable distribution and promote fairness among all members.

If a group member does not treat their fellow group members with courtesy and respect, the group shall address the behavior through communication or conflict resolution strategies, aiming to establish a harmonious working environment and maintain a high level of professionalism among all members.

**INITIALS: AP, IT, FS, RS, TT, FP, J**

# Conflict Resolution

In the event there are interpersonal issues within the group or if a member does not meet their commitments, the group shall take proactive steps to address and resolve the situation.

**INITIALS: AP, IT, FS, RS, TT, FP, J**

# Other Rules

Group members should participate in the fair distribution of tasks and responsibilities, ensuring that everyone has a balanced workload and is contributing effectively.

Group members should respond to messages and emails in a timely manner, keeping the group informed about progress, challenges, and any changes that may affect the project or tasks.

**INITIALS: AP, IT, FS, RS, TT, FP, J**

# Signatures

By signing below, I agree to abide by the group contract.

DATE: June 23, 2023

Print Name: Aum Rasikbhai Parsana Signature: AP

Print Name: Iraklis Tsanachtsidis Signature: IT

Print Name: Faaz Sherwani [group lead + tech lead] Signature: FS

Print Name: Rutarj Mrushad Shah Signature: RS

Print Name: Tarun Thomas Signature: TT

Print Name: Frank Perez Signature: FP

Print Name: Jubril Signature: J