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 |
| Gyeongrok, Oh | goh3@myseneca.ca |  |  |
| Hoi Kit, Cheung | hcheung31@myseneca.ca |  |  |
| Lap Chi, Wong | lwong75@myseneca.ca |  |  |
| Pui Wai, Tse | ptse2@myseneca.ca |  |  |
| Sau Ching Yuki, Wong | swong158@myseneca.ca |  |  |
| Yonghun Won | ywon11@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:**

HK (Hoi Kit, Cheung)

PW (Pui Wai Tse)

GOH(Gyeongrok oh)

LW (Lap Chi Wong)

YH (Yonghun Won)

YW (Sau Ching Yuki Wong)

# Group Meetings

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

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

Individual contributions will be completed by **Saturday 6pm** and the group submission will be completed by **Sunday 6pm**, **unless the group had agreed on other deadlines for specific individual contribution(s) or group submission(s)**.

For the preparation of group submissions, the group will meet **virtually** via **Microsoft Teams**, **unless the group had agreed to meet by other means**.

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YH (Yonghun Won)

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# 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.

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# 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.

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# Consequences

A group member who is often late for meetings or absent shall **apologize to the group, and be deemed to accept any fair share of work assigned to him/her during the meeting while he/she was absent**.

A group member who fails to complete their chosen work on time shall **complete his/her assignment(s) as soon as possible for the group to review before the group submission deadline. If the group considered there is no reasonable time for review, other group member(s) may complete any missing assignment(s), but the group member shall be reported to the professor for failure in completing his/her assignment(s)**.

A group member who submits substandard work shall **be given the opportunity to improve his/her assignment(s) and submit to the group as soon as possible for the group to review before the group submission deadline. If the group considered there is no reasonable time for review, other group member(s) may work on the substandard work, but the group member shall be reported to the professor for submitting substandard work**.

If a group member does not pick a fair share of the work the group shall **redistribute the workload during group meeting(s) until every group member has a fair share of work**.

If a group member does not treat their fellow group members with courtesy and respect the group shall **apologize to the group and be reminded to communicate in a professional manner**.

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# Conflict Resolution

In the event there are inter-personal issues within the group or if a member does not meet their commitments, the group shall **discuss and formulate any measure(s) to resolve conflict(s) in a professional manner whenever necessary. Failure to meet commitments by any group member(s) shall be handled in way(s) specified in the section “Consequences”**.

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YH (Yonghun Won)

YW (Sau Ching Yuki Wong)

# Other Rules

(add as appropriate)

**Group decisions shall first be made through discussions and reaching consensus by every member of the group whenever possible. If reaching consensus is not possible, group decisions can be made by having the support of at least more than half of the group members, i.e. four members.**

**However, the contract can only be revised with the agreement of every member of the group.**

**INITIALS:**

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PW (Pui Wai Tse)

GOH(Gyeongrok oh)

LW (Lap Chi Wong)

YH (Yonghun Won)

YW (Sau Ching Yuki Wong)

# Signatures

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

DATE: **2 July 2023**

Print Name: Hoi Kit Cheung Signature: Hoi Kit Cheung

Print Name: Pui Wai Tse Signature: Pui Wai Tse

Print Name: Gyeongrok oh Signature: rok oh

Print Name: Lap Chi Wong Signature: Lap Chi Wong

Print Name: Yonghun Won Signature: Yonghun Won

Print Name: Sau Ching Yuki Wong Signature: Yuki Wong