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.

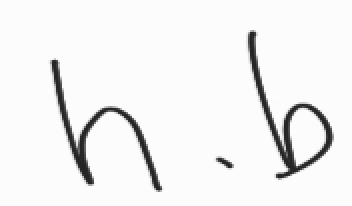
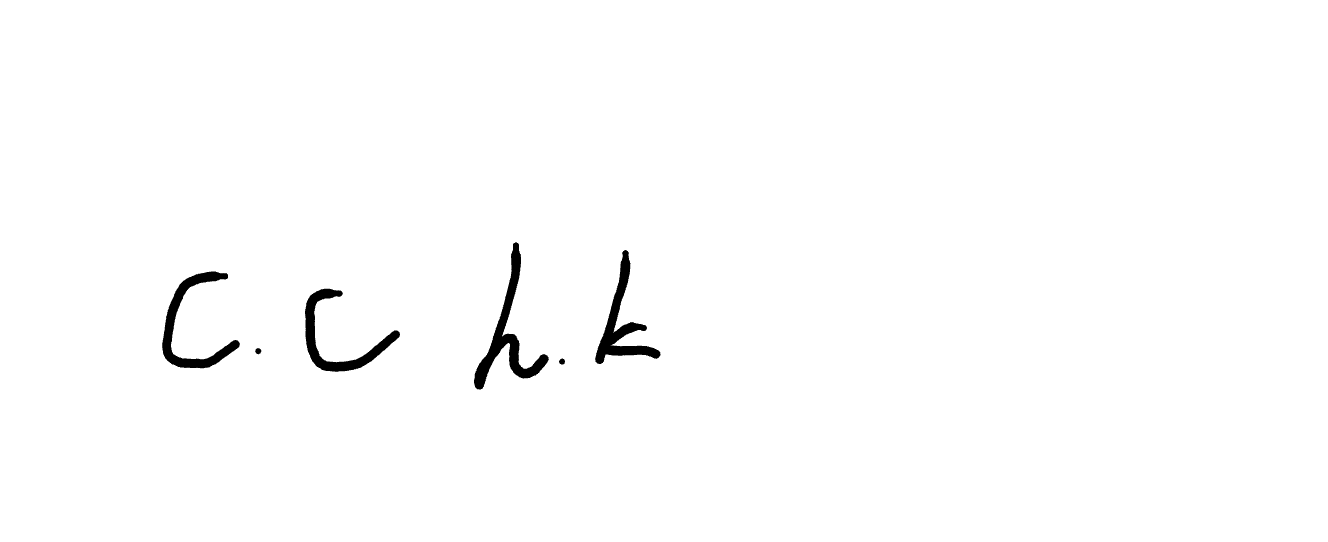
The group contract lays out the responsibilities and expectations of the group members. It also lays out how responsibilities will be determined, how group members can contact one another, consequences when group members do not meet their responsibilities, giving credit for work done and not giving credit 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 |
| --- | --- | --- | --- |
| Hanbi Gong | hgong12@myseneca.ca |  |  |
| Afra Alam | aalam48@myseneca.ca |  | Teams: aalam48 |
| Tzu Han Chao | tchao3@myseneca.ca |  |  |
| Hao Han Kao | hkao@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

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**INITIALS:**

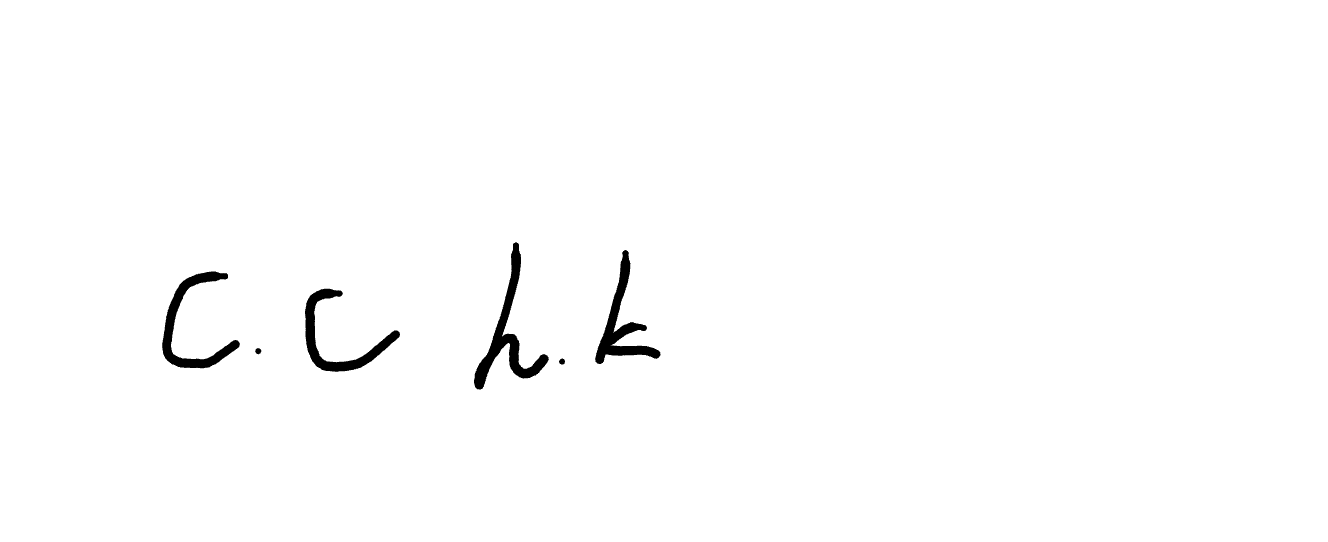
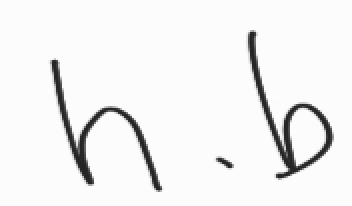
# Group Meetings

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

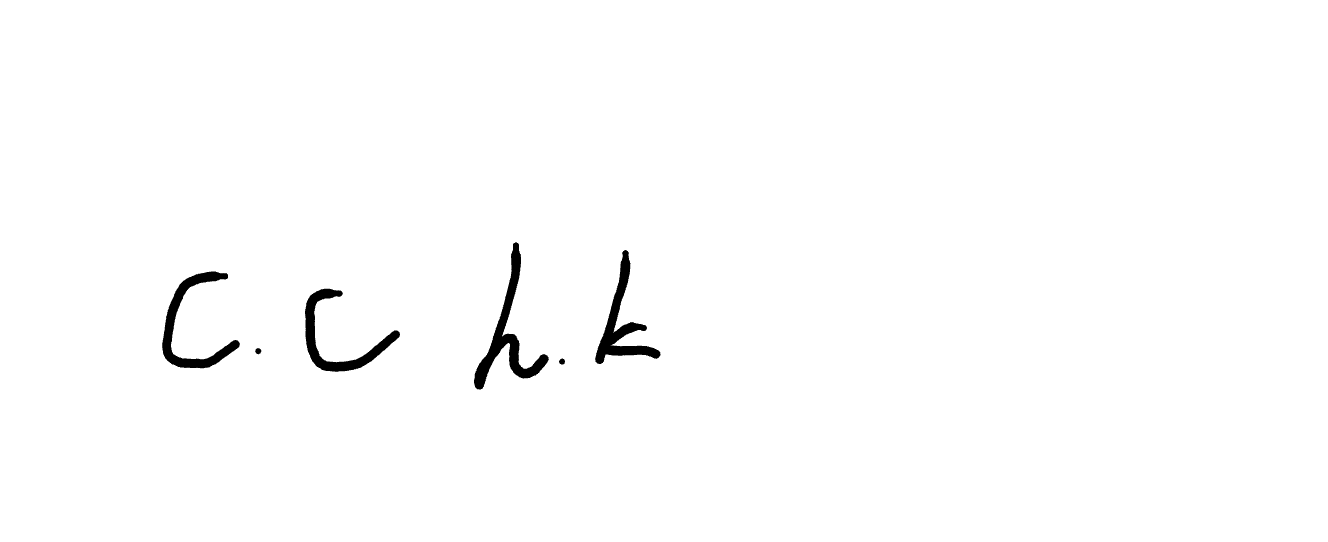
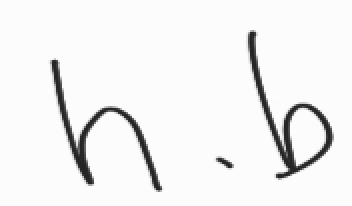
In addition, they agree to participate in 2 meeting(s) per week outside of class time.

Individual contributions will be completed by Sunday and the group submission will be completed by Tuesday.

For the preparation of group submissions, the group will meet online via teams.

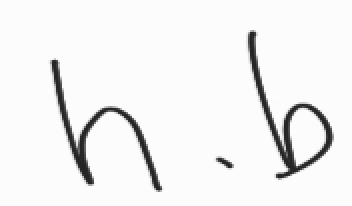
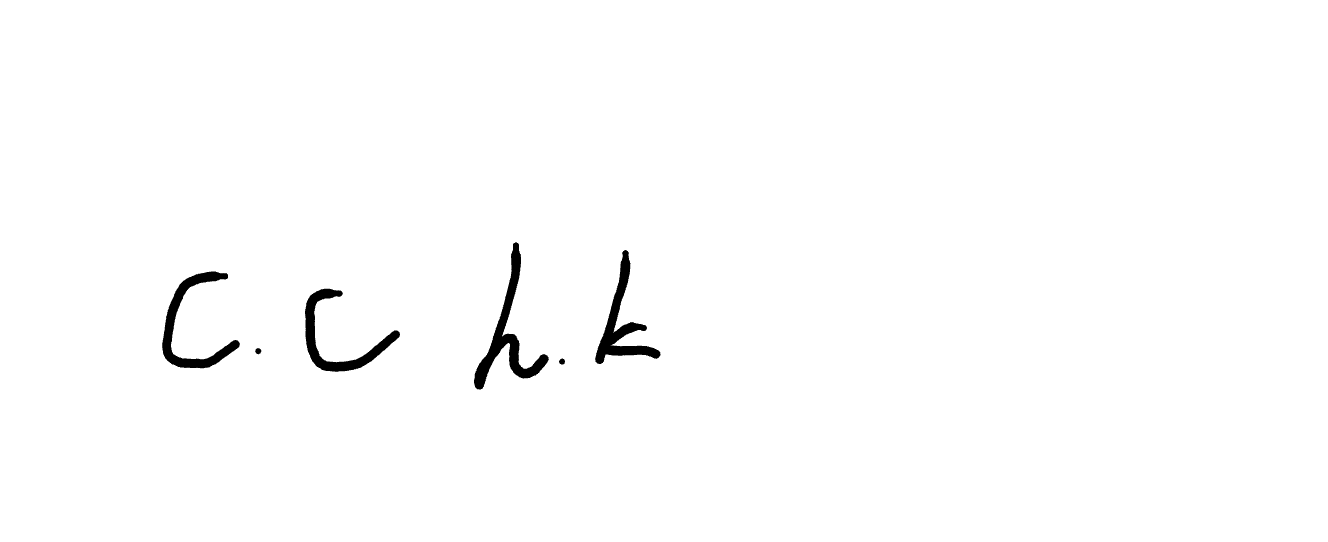
**INITIALS:** 

# 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:**

# 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:**

# Consequences

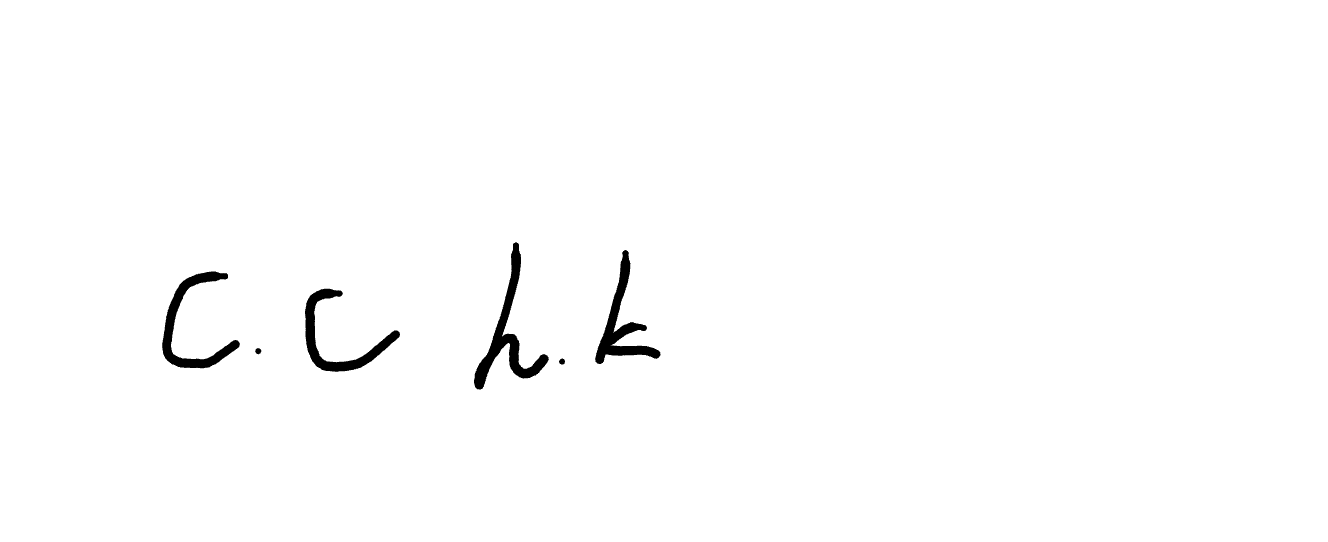
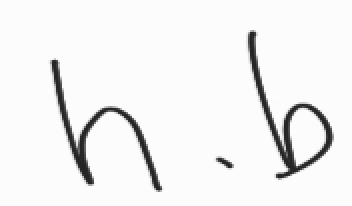
A group member who is often late for meetings or absent shall provide a valid reason for their tardiness or absence in advance and offer to contribute extra effort to the next group task as compensation..

A group member who fails to complete their chosen work on time shall meet with the group to explain the delay, set a new deadline agreed upon by all members, and, if necessary, seek assistance from the group to ensure timely completion..

A group member who submits substandard work shall revise their work based on specific feedback from the group, within a new timeline agreed upon by all, and may be required to seek additional guidance or resources to improve the quality of their work..

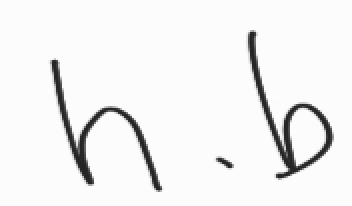
If a group member does not pick a fair share of the work the group shall hold a meeting to discuss the workload distribution, ensure that the tasks are evenly and fairly reassigned, and establish clear expectations and deadlines for each member's contributions..

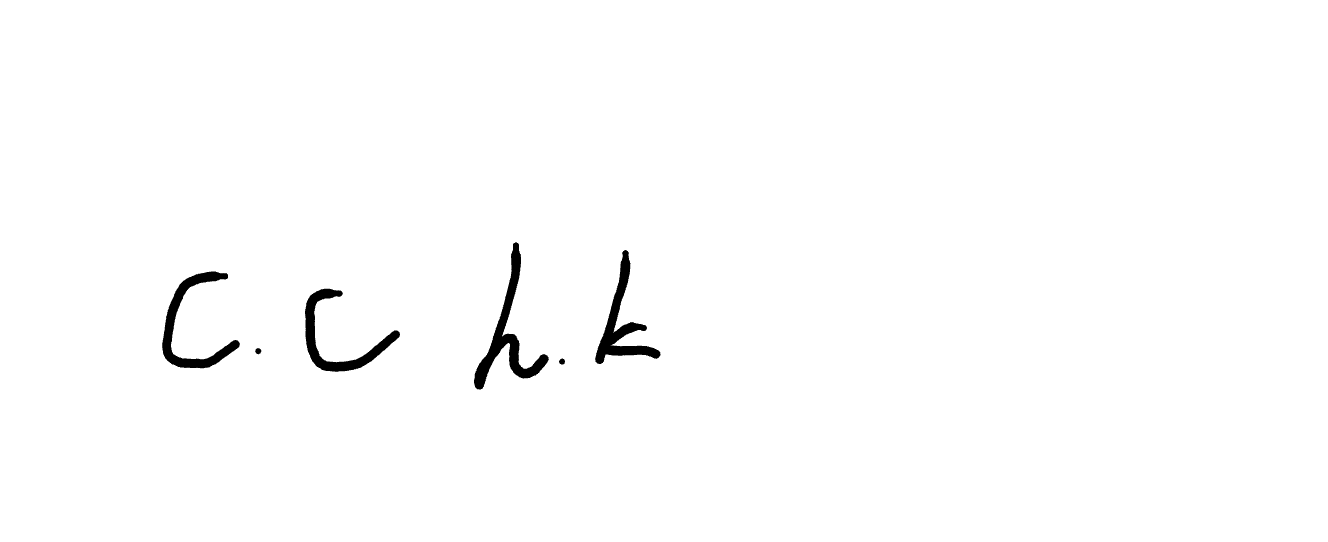
If a group member does not treat their fellow group members with courtesy and respect the group shall address the issue directly with the member in a constructive and respectful manner, seeking to understand and resolve the underlying issues. If behavior does not improve, the matter shall be escalated to a supervisor or instructor for further intervention.

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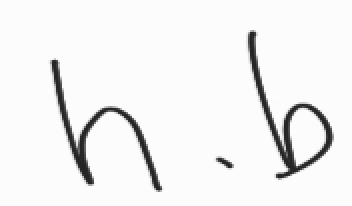
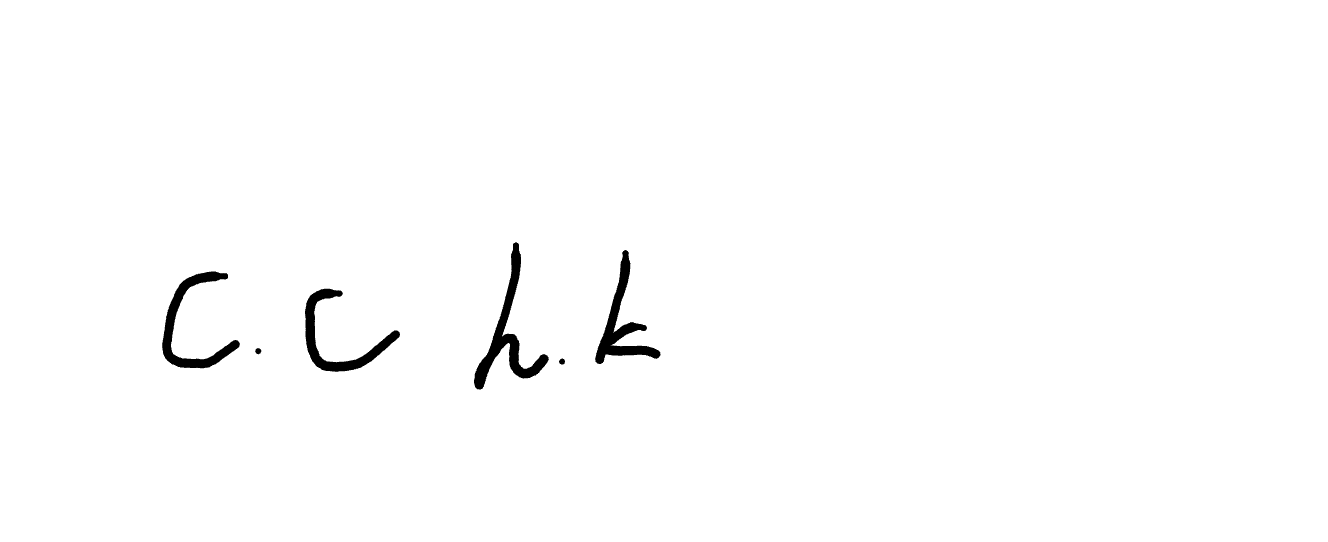
**INITIALS:**

# 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 convene a meeting to openly and respectfully discuss the issues at hand. This meeting should aim to understand the perspectives of all involved, identify the root causes of the issues, and collaboratively develop a constructive resolution plan. If necessary, the group may seek mediation from a neutral third party, such as a supervisor, mentor, or counselor, to facilitate a fair and productive resolution..

**INITIALS:** 

# Other Rules

(add as appropriate)

**INITIALS:**

# Signatures

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

DATE: 2024.02.25

Print Name: Hanbi Gong Signature: Hanbi Gong

Print Name: Afra Alam Signature: Afra Alam

Print Name: Tzu Han CHao Signature:Tzu Han Chao

Print Name:Hao Han Kao Signature:Hao Han Kao

Print Name: Signature:

Print Name: Signature:

Print Name: Signature:

Print Name: Signature: