

## Group Ground Rules Contract Form

(Adapted from a form developed by Dr. Deborah Allen, University of Delaware)  
<http://www.ce.umn.edu/~smith/docs/Group%20Ground%20Rules%20Contract%20Form.doc>

These project group ground rules describe the general responsibilities of every member to the group. Your signature on this contract form signifies your commitment to adhere to these rules and expectations.

Group Name:	Team Member Names	
	1. Jeffery Wasty	2. David Lu
	3. Jason Jia	4. Rongyi Chen
	5. Sam Tadey	

All group members agree to:

1. Come to all labs and meetings on time, and attend for the entirety of the meeting.

For any missed meetings, the absent student is responsible for informing their team members, and for finding out what was discussed and what decisions were made during the missed meeting.

2. Come to labs and meetings with assigned tasks and any other necessary preparations completed.
3. Accurately report progress and demonstrate progress when asked to do so.  
(Team may add details such as a mandatory daily/biweekly/weekly code check-in to the repo)
4. Respond to team communication in a timely fashion, whether email or Slack.
5. Participate actively and contribute equally to all team activities.
6. Be respectful of all team members at all times, and follow the BCIT Student Code of Conduct (<https://www.bcit.ca/judicial/students/conduct.shtml>)

Additional ground rules <as required>:

- 1.
- 2.

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If any member of the project team repeatedly fails to meet these ground rules the other members of the group are expected to take the following actions:

Step 1: Raise the issue directly and respectfully in a team meeting and thoroughly record all decisions, actions and owners in the team Meeting Minutes document. If not resolved:

Step 2: Meet as a group with the course instructor.

The course instructor reserves the right to make the final decision(s) to resolve difficulties that arise within the groups. Before this becomes necessary, the team should try to find a fair and equitable solution to the problem.

### Team Member's Signatures:

1. Jeffery Wasty	2. David Lu
3. Jason Jia	4. Rongyi Chen
5. Sam Tadey	

Date: \_ March 7<sup>th</sup>, 2019 \_\_\_\_\_