

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
Sang Yu Lee	slee567@myseneca.ca		
Hyerin Mun	hmun@myseneca.ca		
Carine Lee	clee292@myseneca.ca		
Jieweon Ham	jham10@myseneca.ca		
Dong Ngo	dngo13@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: HM, CL, JW, DN, SY

Group Meetings

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

In addition, they agree to participate in 1 meeting(s) per week outside of class time.

Individual contributions will be completed by Saturday 23:59 and the group submission will be completed by Monday 23:59.

For the preparation of group submissions, the group will meet via Teams.

INITIALS: CL, JW, SY, DN, HM

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: HM, CL, JW, SY, DN

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: HM, CL, JW, DN, SY

Consequences

A group member who is often late for meetings or absent shall be invited to a discussion of their attendance to formulate a better plan for them. Upon failing to carry out this plan, the group will notify the professor accordingly.

A group member who fails to complete their chosen work on time shall not be credited in the project for that part.

A group member who submits substandard work shall either redo the work if time permits or ask for help from team members if they require support.

If a group member does not pick a fair share of the work the group shall assign them a fair workload accordingly.

If a group member does not treat their fellow group members with courtesy and respect the group shall report their behaviour to the professor and await next steps.

INITIALS: HM, CL, JW, SY, DN

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 that member's role in the project with them to formulate a support plan if required, and if this is not effective, then we will notify the professor of any serious issues.

INITIALS: CL, JW, SY, DN, HM

Other Rules

Each team member shall be responsive on Teams and engage in discussions regarding the project as needed. If a team member is aware that they shall be unavailable during a certain time, they shall notify the team in advance.

If a team member needs help, they shall ask for support at least 3-4 days in advance of deadlines so that other team members can support accordingly.

If a member is unable to complete their part of the work for whatever reason, they shall update team members in advance of the deadline so that they can plan to complete the work accordingly.

The first time a member fails to meet a deadline, other team members will supplement their work accordingly. However, if this behaviour becomes a pattern, a more robust discussion of roles and responsibilities will take place.

INITIALS: CL, HM, JW, SY, DN

Signatures

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

DATE: Feb 24, 2024

Print Name: Sang Yu Lee	Signature:
Print Name: Carine Lee	Signature:
Print Name: Jiweon Ham	Signature:
Print Name: Dong Ngo	Signature:
Print Name: Hyerin Mun	Signature:
Print Name:	Signature:
Print Name:	Signature:
Print Name:	Signature: