

4GA3 Group Contract

In order to have a successful group, there are certain strategies that work to help with interpersonal communication and decision-making. In this first meeting, you have some decisions about how the group will function. This group contract makes your expectations of each other visible and you must ALL agree.

Agenda for first group meeting:

1. Introduce yourself and provide contact information

a. Talk about your strengths (good with APA, good at producing media, writing, library/online research etc.)

Name / Student #	Contact info	Strengths
Michel Giese (400010952)	michel.giese@gmail.com 647-771-3703	Some coding experience; data analysis
Justin Brassard (400181410)	justinbrassard3@gmail.com 647-961-1299	Good with Presentations, Organized/good time management, Good communicator, Strong Researcher
Nathan Walschots (400192318)	nwalschots@gmail.com 226-348-4278	Strong academic writing skills, well-organized, good at summarizing and expanding
Mohammad Ali (400079555)	alim64@mcmaster.ca 289-237-2556	Brainstorming, teamwork, proofreading, editing, leadership

b. Begin to talk about roles in this group in Connery, B.A. & Voh, J.L. (1989). Group work and collaborative writing. Campus Writing Center, UC Davis **PAGE 5**

Name	Potential Role
Michel Giese	Data analytics
Justin Brassard	Research, Creating paper, presenter
Nathan Walschots	Writing, layout, and research
Mohammad Ali	Proofreader, devil's advocate, potential leader

c. Decide on how leadership will be done – not the boss! Someone that plans the agendas for group meetings, reminders of deadlines. Will you rotate? Have different people in charge of different parts? After today, how are you going to start deciding on the topic of your project?

- Collaborate to remind each other of deadlines. This will be a weekly role done by all of us within our group meetings. We will remind each other and check up every couple of days to make sure we are all on track with the work at hand.
- Leadership roles will be assigned individually to everybody based on their roles. The main link of communication to TA and Professor will be Mohammad or Justin. Problems will be discussed as a group and if there are questions or concerns, these will be the people contacting the head of the class.
- The parts assigned above are not set in stone. This will be decided when more information on the assignment is given. We may choose to rotate roles and distribute parts evenly based on skill set.
- We will discuss the topic of our project shortly after class when the assignment is given to us in more detail.

Contract Agreements:

1. Preferred method of communication (email? Group discussion board? etc.)

- Messenger, Docs, email if not checked within 3 days. Another method would be text message or phone calls in case of blackouts or other random events.
 - o **How often should members check these communication sites for updates?**
 - All forms of communication above must be monitored on a daily basis to ensure that the collaboration of the group is on par.
 - More communication is suggested than less
 - This will allow for smooth operations in group work
 - o **What is the expected response time? 24 hour? 12 hour?**
 - The expected response time is ASAP.
 - We do understand that the majority of our group has other classes and work outside of school
 - The closer the responses time to the time of the original communication, the better
 - This will make sure that all problems, and concerns are resolved quickly and work is done right and on time

○ **Where will you post/share/edit your work as you write papers, PowerPoint etc.?**

- The work that will be worked on as a group will be in GitHub, Google Docs and Google slides
- Individuals can choose to work on their work on their own documents, but must ensure to post it in the shared documents whenever they make updates
- We may choose to use other programs as the term moves along, although this will be determined as a collective

2. Decision-making policy

○ **By majority vote? Consensus?**

- Ideally consensus; try to resolve issues with forming consensus. If we can't, majority vote
- This is the ideal situation, although for the final product of the assignment we have all decided that we have to agree on the final product
- This will ensure that we are all good with the grades we receive based on the quality of work that was handed in

○ **Who decides when a section of paper etc. is rewritten?**

- Use comment to highlight potential rewrites, if 2-3 people would like a rewrite, rewrite it
- If this is not possible, to comment in the program being used, messages through any form of communication should be used in order to discuss the changes as a group

○ **How will you decide about the final group paper and final presentation?**

- A final agreement must be discussed as a group
- Consensus for final product
- All standards and edits must be confirmed by group members and approved by all members
- This will ensure the best quality of the final product

3. Participation

○ **What strategies will you use to ensure cooperation and equal distribution of tasks?**

- Check-ins to see how members feel about the division of labour
- Wait for details on the assignment to get a better understanding of how much work each member will do

○ **What strategies for keeping people on task?**

- Verbal reminders during group meetings
- Any form of communication methods throughout the week for checkups on parts
- Ensure all members of group manage their time properly with work, other classes and extracurricular activities

○ **What is the expectation for attending group work meetings? How often are you going to meet? When are you going to meet? Does everyone agree?**

- Weekly on Fridays - any time
- We all have the day off on Friday, so anytime during the day or night is okay
- If required we can meet more throughout the week if required, but must be communicated with the group
- Everybody agrees on this day of meeting and times will be decided during the week of

○ **How soon do you need to notify the group members that you cannot attend the meeting?**

- A day before, barring extenuating circumstances
- If you know weeks in advance, be sure to notify the group
- The earlier you know the better
- This communication will allow all group member to know what is going on with each individuals section and ensure completion on time

○ **What about individual attendance? Punctuality? Illness notification?**

- Notify the group if you're going to be late
- Be sure to attend the meetings on the day of and on time
- If you are going to be late or cannot attend, please be sure to notify the group so we all know what is going on
- Meeting details will be discussed with that/those individuals after

○ **Expected level of responsibility for assignments, timelines, and deadlines**

- Significant forewarning (ASAP, at least several hours before group meeting) for when you won't have something done on time
- Do not just not do your work. If it cannot be done, please let somebody know ASAP
- Timelines must be met and all individual parts are expected to be done ahead of time to allow for proper editing and changes

- In this time, group concerns can be mentioned as well

4. Conflict

- o **While constructive conflict is good for a group, what happens if it interferes with the project?**

- Attempt to diffuse the conflict, contact professor if it's a serious grievance
- Try to resolve problems as a group as we do not want to disturb the heads of the class with unnecessary problems
- In case of a major problem right before the deadline, contact the TA and Prof ASAP

- o **What if a member disappears and does not participate?**

- Gentle reminder to participate and/or check the group chat
- If the member continues not to participate after various warnings, let Professor Paez know to try and resolve the issues
- WORST CASE scenario, come to an agreement with the Professor to resolve the issue

- o **What if a member does not do their assignment?**

- Contact prof, make them aware of the situation
- Try your best to ensure all group members are doing their parts and on time
- Give them consistent reminders and if they still do not reply, try to come to a consensus as a group

- o **What if you have discussed with the team member about the behavior that is affecting the group and there is no change? What does the group believe is the next step?**

- Group intervention
- Try our hardest to solve our problems as a group, but once again, worst case scenario, contact the Professor

- o **When will you get your professor involved if there is a conflict?**

- If a member doesn't do their part of the assignment, disappears for several days, or has a behaviour that is unresolvable
- Only involve the professor if absolutely necessary
- Group problem solving and communication is key in a successful project
- Having the chance to solve these issues on our own would be a great benefit for the overall group chemistry and collaboration

5. Other rules that your group would like to add

- Try to make code efficient (using the fewest number of packages possible, etc)
- Be sure all group work is done on time and effectively
- Always communicate to the best of your ability
- Have fun with the assignment and try to aim for the highest grade possible as a group

FINAL Signatures / Acknowledgements

- I acknowledge that I have read the contract above and agree to all the terms discussed as a group for the Winter Semester of 2021. If there are any questions or concerns, they can be discussed as a group. Please sign below:

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Nathan Walschots 400192318

Michel Giese 400010952

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