**Group Assignment Penalty Fee Agreement**

**Purpose**:

This agreement outlines the responsibilities and penalties for group members who fail to meet their obligations in a timely and satisfactory manner. The goal is to ensure accountability and fairness in the completion of tasks and attendance at group meetings.

**1. Responsibilities of Group Members**

Each group member is expected to:

- Complete their assigned work on time, with a standard of quality acceptable to the group.

- Attend group meetings on time and actively participate.

- Follow the project plan and execute tasks according to the agreed-upon guidelines.

**2. Penalty Structure**

**2.1. Late or Unsatisfactory Completion of Work**

If a group member fails to complete their assigned task by the agreed deadline or the work is not up to the required standard:

- First offense: A warning will be issued, and the group member will be given an opportunity to correct the work within a reasonable timeframe as agreed by the group.

- Second offense: The group member will incur a penalty fee of [R50] for failure to complete the task on time or up to par.

- Third offense: The group member will incur a penalty fee of [R100] and their overall contribution will be formally reassessed by the group.

**2.2. Tardiness to Meetings**

If a group member arrives late to scheduled meetings:

- First offense: A warning will be issued.

- Second offense: The group member will incur a penalty fee of [R75].

- Third offense: The group member will incur a penalty fee of [R150], and further participation will be discussed by the group.

**2.3. Doing the Wrong Work**

If a group member consistently misunderstands or does not follow the assigned tasks:

- First offense: A warning will be issued, with clarification of the task provided.

- Second offense: The group member will incur a penalty fee of [R50] for not following directions.

- Third offense: The group member will incur a penalty fee of [R100], and their overall contribution will be reviewed by the group.

**3. Grace Period and Flexibility**

In case of unavoidable circumstances (e.g., illness, emergencies), the group member must notify the team as soon as possible. The group may decide to grant an extension or waive penalties at their discretion. 10 MINUTE GRACE PERIOD ONLY!

**4. Payment of Penalties**

Penalty fees will be collected by [Malekah Aaliah Luther]. All funds collected will be used for [group project resources, team event, donation, etc.].

**5. Agreement and Acknowledgment**

By signing this agreement, each group member acknowledges that they have read and understood the terms outlined and agree to abide by them.

**Group Members:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Student Number | Signature | Date |
| Avan Sewlal | ST10083252 |  | 09/09/24 |
| Ayush Rajcoomar | ST10074013 |  | 09/09/24 |
| Azhar Anath | ST10083667 |  | 09/09/24 |
| Malekah Aaliah Luther | ST10142592 |  | 09/09/24 |

This agreement ensures accountability while allowing members a fair chance to correct mistakes before penalties are applied.