**Group agreement template**

**Group personnal**

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| --- | --- | --- | --- |
| **Name** | **Contact information** | **Communication preference**  **(e.g. call, email, WhatsApp, Canvas)** | **Other commitments**  **(e.g. work all day Wednesday)** |
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**Group name**

*What will you call yourselves? Remember that your team name may be presented to industry partners.*

**Group style and roles**

*Who does what and how will you work together? Who will be responsible for submitted deliverables? Who will ask questions on behalf of their group on Canvas discussion boards?*

**Group bonding**

*What is an activity you can all do together on a regular basis? e.g. Meet at a coffee shop 30 mins at 9 am on Mondays etc.*

**Protocols for communication, collaboration and team meetings (e.g. times, days, locations, modes)**

*Decide and document how your group will communicate with each other and collaborate on a regular basis during the project. This could include meeting via Skype, communicating via a Facebook group, Canvas, using cloud services for shared documents etc.*

**On-track behaviours**

*What behaviours will result in great group outcomes?*

**Off-track behaviours**

*What behaviours would result in group outcomes that aren’t great?*

**Resolving tensions**

*How will we resolve tensions/off track behaviour as a group?*