Examples of Work Agreement Topics
SDU Sønderborg 2024 Semester 3

krzys@mmmi.sdu.dk

Group responsibilities

Keep the supervisor informed about project progress and challenges.

Schedule regular meetings as needed, providing adequate notice.

Seek guidance and clarification on project-related issues.

Act on the supervisor's feedback and recommendations.

Supervisor responsibilities

Provide guidance and support to the project group throughout the semester.

Offer advice on project planning, execution, and problem-solving.

Review and provide feedback on project milestones, reports, and presentations.

Be accessible for regular meetings and respond to group inquiries in a timely manner.

Communication

We will maintain open and respectful communication within our group.

We will schedule regular meetings and ensure that all members attend or are informed in advance.

We will establish a preferred method and frequency of communication (e.g., email, meetings).

We will respond to emails and messages promptly.

Meeting schedule

We will establish a regular meeting framework, and we will engage the project supervisor regularly.

Meetings will have an agenda and a clear objective, and minutes will be recorded to track progress and decisions.

Contribution and workload

We will distribute tasks and responsibilities fairly.

We will set deadlines for tasks and adhere to them.

If a member is unable to meet a deadline, they will communicate this to the group well in advance.

Decision-making

We will make decisions through consensus whenever possible.

In case of disagreements, we will discuss and find compromises.

The democracy (voting) may make final decisions if consensus cannot be reached.

Conflict resolution

We will address conflicts openly and professionally.

If conflicts cannot be resolved within the group, we will seek assistance from our supervisor or faculty.

In case of conflicts or disagreements within the group, the supervisor may offer mediation or guidance for resolution.

Attendance and participation

We will attend all project-related meetings and activities.

If a member cannot attend due to unforeseen circumstances, they will notify the group as soon as possible.

If a group member consistently fails to respond to communication or attend meetings without providing a valid reason, the group reserves the right to reallocate their tasks and responsibilities to other group members.

Respect and inclusivity

We will respect each other's ideas, opinions, and cultural differences.

We will create an inclusive and welcoming environment for all group members.

Deadlines and milestones

We will establish project milestones and deadlines and work together to meet them.

Collaboratively set project milestones and deadlines.

Notify the supervisor in advance if any milestones cannot be met and discuss potential solutions.

Supervisor communication

We will keep our project supervisor informed about our progress and seek guidance when needed.

Evaluation and feedback

We will provide constructive feedback to each other to improve our group dynamics and project work.

The supervisor will provide constructive feedback to help the group improve its project work.

The group will be open to feedback and act on it to enhance project quality.