The collaboration agreement

A collaboration agreement is a tool for producing effective group processes. You should all present your expectations to the group work and to each other. While doing so, you can discuss your different wishes and decide how you will work as a group. The collaboration agreement should document all your decisions.

The collaboration agreement is relevant because it will help you insure a good group process. A good group process determines a good individual learning process. You grow and learn along with other students. You learn to co-operate and get insight into your and others' strengths and weaknesses. You get continuous sparring and discussions with other students. You can learn from people from other backgrounds than your own. You will have a small group of people to relate to

In order to gain an overview of what kind of competences and team player types your present group possess, all group members are going to fill out the beneath matrix, appointing their "team profile". In that way, your group will be given the chance to reveal – and act according to – potential missing roles (...That eventually could lead to group problems – both in regards to the group work process and to the output; your prototype or whatever product your present assignment requires...)

Group members' full names	E-mail addresses	Phone numbers
1.Rebecca Francker	Rfrancker@hotmail.com	21371150
2.Gina Fischer	Gina.fischer96@web.de	+45 42639782
3.Artjom Turks	grozniydave@gmail.com	71604257
4. Daniil Samarov	daniil.samarov@gmail.com	60437029
5.		
6.		

Group members' full names	Belbin
1.Rebecca	Implementer & Shaper
2.Artjom	Coordinator &
	Implementer
3.Gina	Plant ☺ Specialist
4. Daniil Samarov	Plant &team worker
5.	
6.	

Following collaboration agreement-matrix should be regarded as inspirational. You might find areas of interest and other norms you need to "formalize" within the group. Feel free to add new items. The matrix is your internal "group contract" where you should be able to find answers on to how to cope with all sorts of obstacles you might meet within your group work. You should see it as a work tool...

Topic	Explanation	Group's decision
Group's purpose	What assignment – in brief, is the group going to solve	Creating an innovative app
Group's goals	What goals – except solving the assignment – is the group going to put focus on: learning goals, process/social goals etc.	Sharing knowledge
Group's ambition	Are you going to build a castle or a shed? Are you focusing on the process or the final product (prototype)?	Castle
Individual group	Have you got any individual	Rebecca: Improvement of the portfolio
members'	agendas; ex. part(s) of your	Artjom: Learn, portfolio
goals/ambition	individual semester learning goal, that you want to achieve within this group work.	Gina: Enhancement of Idea
What skills does the group wish to develop?	Have you got any specific skills that you as a group want to focus on; programming tools, Photoshop, Illustrator etc.	 HTML, CSS, JavaScript Illustrator Adobe XD, Invision, Marvel Cinema 4D
Group's strategy	How will the group ensure that each member develops the desired skills; are you going to meet a lot, read a lot, share knowledge a lot, teach each other etc.	Share knowledge via Facebook
How many hours of daily group work? How many hours of daily individual work?		Group work: 45min. after school Individual work: as long as delivery is on time every individual can decide it self
What activities outside the studies will each member prioritize?	Have you got any "outside the school obligations" that you want to tell your group members about; i.e. children, work, other that is of importance to you and something you want to-/have to prioritize — perhaps even above the group work.	Work Sport
When will the group	Make a schedule!	Lunchbreaks
meet for group work?		Wednesday morning
How will the group divide the task(s)?	Are you going to do everything siting together, are you going to work one and one, are you going to solve things in pairs? To give answer to this you should try to breakdown the assignment into different tasks	We are going to work one on one (dividing the tasks) and meet up for discussions
How are you going to	Are you going to vote and/or use	Discussion: no more than 1 minute
take decisions in the group?	other "democratic tools? Are you aiming for unity and willing discuss each and every issue until everybody agrees or are you going	Good arguments! If you can't agree we are going to vote
	to appoint responsibility and let group members working with i.e.	
	design solely take decisions	
What problems are	regarding design	Things pood to be delivered as the
What problems are	Have you any pre knowledge of	- Things need to be delivered on time.

likely to arise in the group process? How are you going to organize the group?	potential "working together issues". Try to have some explicit considerations regarding who you are as "team player types" Are you going to build a group hierarchy with a leader and other appointed "organizational tasks" If so, how are you going to appoint the leader/ decide about the hierarchy? Or are you going to work in a very horizontal and partly "anarchistic" group structure	If they can't be there need to be a communication asap. - If you are unable to show up for an agreed upon meeting, you must inform the others. Anarchistic group structure
How will group evaluate the group process the group's ability to reach it's goals?	Will you evaluate every day using ex. SCRUM meetings or will you evaluate otherwise	Kanban Chart
How and when will you punish violation of the group norms?	How often are you going to violate the rules in order to get punished? What types of punishment will you use; baking a cake, split up the group, expelling a team member? If you are going to expel a team member, how will you do it?	If a group member ignores the agreement he or she will be kicked out of the group after a couple of warnings. Expelling a member will be done verbally and respectfully.
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