# CONTRACT: Group Coursework Agreement

**Module Name: Web Design and Development**  
Module Code: 4COSC011W  
Group Number: [Group Number]

This agreement establishes the responsibilities of each team member, outlines expectations for collaboration, and provides a system for evaluating contributions. By signing this document, all members agree to actively participate, contribute fairly, and adhere to the group’s guidelines for successful completion of the coursework.

# Group Responsibilities

1. **Group Meetings**
   * Schedule and hold a minimum of **five meetings** throughout the project (e.g., one per week).
   * Use meetings to update progress, allocate tasks, and address challenges.
2. **Meeting Records**
   * Maintain a record for each meeting, including:
     + **Date/Time and Method**: Specify whether the meeting was in person, online, or hybrid.
     + **Purpose**: Define the objective of the meeting.
     + **Attendance**: List members present.
     + **Individual Contributions**: Document what each member contributed during the meeting.
3. **Reporting Non-Contribution**
   * Notify the **seminar tutor** of any instances of non-attendance or lack of contribution.
   * The seminar tutor may impose penalties if a member fails to meet their responsibilities.

## Roles and Responsibilities

Complete in the following table the teams members information next to the role they have been assigned to complete:

|  |  |  |  |
| --- | --- | --- | --- |
| **Assigned To** | **Task** | **Student Name** | **Student ID** |
| **[Student 1]** | **Splash Screen** |  |  |
| **[Student 1]** | **Volunteer** |
| **[Student 2]** | **Home Page + Template + Nav** |  |  |
| **[Student 2]** | **Table** |
| **[Student 3]** | **Feedback** |  |  |
| **[Student 3]** | **Team** |
| **[Student 4]** | **User Profile** |  |  |
| **[Student 4]** | **Sitemap** |

## Agreement Terms

1. **Responsibilities**: Each member agrees to complete their assigned tasks to the best of their ability and in a timely manner.
2. **Communication**: The group will maintain regular communication to provide updates and address any issues.
3. **Fair Workload**: All members are expected to contribute equitably to group tasks assigned to "All Students."
4. **Conflict Resolution**: Any disputes or concerns will be addressed collaboratively within the group. If unresolved, the module leader will mediate.
5. **Submission**: All tasks must be submitted on time and meet the agreed quality standards.

## Contribution Evaluation

Each team member must rate the contributions of every other team member, including themselves, using the following scale:

**5 = Excellent**: Exceeded expectations.

**4 = Good**: Met expectations.

**3 = Average**: Contributed adequately but could have done more.

**2 = Poor**: Contributed minimally to the project.

**1 = Very Poor**: Made little to no contribution.

Complete the table below, rating each group member (including yourself):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Self Rating** | **Rating for [Student 1]** | **Rating for [Student 2]** | **Rating for [Student 3]** | **Rating for [Student 4]** |
| **[Student 1]** |  |  |  |  |  |
| **[Student 2]** |  |  |  |  |  |
| **[Student 3]** |  |  |  |  |  |
| **[Student 4]** |  |  |  |  |  |

**Sign the Group Coursework Agreement**

Sign by typing your name under signature. By signing below, you confirm that:

* You have read and agree to the terms of this contract.
* You have provided fair and accurate ratings based on contributions.

|  |  |  |
| --- | --- | --- |
| **Name** | **Signature** | **Date** |
| **[Student 1]** | Student 1 signature |  |
| **[Student 2]** | Student 2 signature |  |
| **[Student 3]** | Student 3 signature |  |
| **[Student 4]** | Student 4 signature |  |