

## COP4813/5819 – Internet Programming

### Group Contract

A Group Contract is a document prepared by each team prior to starting work on group projects. I believe that students should be held accountable and responsible for their own actions. As such I empower students to develop their own “rules of engagement” through development of a Group Contract. This contract provides an opportunity for your group to specify preferred methods of communication, action plans, meeting schedules, goals, and consequences of actions (or inactions) of group members. The contract should be developed and signed BEFORE starting the actual course project. For the Group Contract to be valid, submit the signed and dated contract by **March 13, 2015**. Give a photocopy of the original to each group member for their records. This document is more for your group than it is for me so feel free to tailor it to your group's needs.

- A. **Objective:** Provide one sentence that clearly defines your proposed project and topic.
- B. **Schedule:** Present some type of master schedule of the work, group meetings, free times, and other mandatory weekly/daily obligations for each team member. The purpose of this is to assist in scheduling out-of-class group meetings.
- C. **Meeting Information:** Commit to the exact days/times/locations for team meetings.
  - 1. Specify if you meet daily or weekly?
  - 2. Where possible, specify exact dates of special meetings where attendance is required from all members.
  - 3. How long will your meetings last?
  - 4. Where will you meet?
  - 5. What other expectations are there for group meetings?
  - 6. What is your group's policy on attendance?
- D. **File Sharing:** This section should address how your team prefers to share files with each other. List the method that your team will utilize. Your choices are as follows:
  - 1. Google Docs
  - 2. Blackboard Private Group Space
  - 3. Dropbox
  - 4. E-mail
  - 5. Other (please specify)
- E. **Action Plans:** Present your group's action plan for completing the project. In essence, address how you will split the workload, yet work on this as a group in order to provide equal learning opportunities and create the best project possible. You do not have to address every bullet point below. Rather make some decisions regarding what feels right to your team. You may wish to include issues such as:

1. Who will be responsible for typing the final deliverables?
2. How will you divide the work to ensure it is equitable?
3. How and when will you evaluate each other's work before it is placed into the final report?
4. Will you work on all sections of the project individually and then discuss your results at group meetings; or will you do all work at group meetings?
5. Will you make all of your decisions and have all discussions at the group meetings? Will decisions and discussions be conducted electronically?
6. What is your proposed schedule to tackle the individual components of this project?
7. How will you go about resolving group conflicts?

F. **Procedures:** What procedures and penalties do you wish to implement in the case of “group slackers” or group members who deviate from your Group Contract? Please note that I expect you to provide details of work assignments, who worked on which sections of a document, tasks completed for each assignment deliverables. You are encouraged to create a peer evaluation to assess quality of each member’s contribution and submit it along with assignment submissions. If so, along with group contract please submit a blank copy of the evaluation instrument that you will use to evaluate each other.

G. **Signatures and Dates:** In order to be valid, all group members must provide their written signature and the date on the final Group Contract. Do not forget to provide a signed copy of the contract to each person in your group.

After I review your Group Contract, if any issues are unclear to me, your team will be asked to make a revision.



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