

FIT3164 Group Contract

Group Name: MDS02

Number of members: 4

Members

1. Alicia Quek Chik Wen
 2. Eunice Lee Wen Jing
 3. Foo Kai Yan
 4. Jesse Yow San Gene
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Group behaviors expected of each member:

Temporal

1. All group members should be punctual whereby meetings will be joined on time. Meetings will start five minutes after the agreed start time and everyone should be present with their assigned work and ready to discuss by then.
 2. Meetings should be attended by all members unless it has been agreed beforehand or unless there are unavoidable events such as illness.
 3. All group members will remain in the meeting until
 - a. all tasks for that meeting are completed,
 - b. there is unanimous adjournment,
 - c. new tasks are assigned to every member.
 4. Breaks will be decided and approved by unanimous consent, and each break will not exceed twenty minutes in length.
 5. Every member is expected to attend each scheduled meeting with each of their completed assigned work that is not poorly done.
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Procedural

1. All group members will come to the meetings prepared by
 - (a) reading the assigned material (as much as possible), and
 - (b) coming with ideas pertaining to the tasks and decisions to be made.
2. Tasks that each group member who agreed to undertake should be completed before the scheduled deadline. If there is a problem meeting a deadline, the person concerned is obliged to seek help from other members of the team in time to avoid a delay.
3. To ensure all tasks are done appropriately, there will be an assimilation period at the end of every session to evaluate group mechanics.

4. If any of the rules are broken, each group member has the right to point to the said member that broke each rule.

Behavioral

1. The group will actively seek a consensus of opinion based on the opinions of every member.
2. Each member will take turns listening as well as talking, and active listening will be a strategy for all group discussions.
3. Sexist and racist remarks are not acceptable.
4. Respect all members' contributions and each of their given opinions.

Roles

1. Roles will be assigned to each member prior or at the beginning of a meeting. Roles might rotate each meeting. All members are expected to provide ideas when necessary.
2. The *leader* will set a meeting aim at the beginning of each meeting. These aims will be presented to the group for a consensus of approval. The *leader* is also responsible for each presentation of the group material to the lecturer and rest of the class.
3. The *secretary* is responsible for taking meeting minutes and recording the situation happening in each conducted meeting.
4. The *devil's advocate* will keep his/her mind open to problems, possibilities, and divergent or opposing ideas.

Methods for resolving a conflict:

Step 1: At the end of the meeting, the group members will isolate areas of disagreement, and the group will come to a consensus. If no consensus is reached, proceed to Step 2.

Step 2: The relevance or importance of the dispute will be decided by the leader and the conflict may be postponed if its relevance or importance is deemed questionable or minimal by the leader.

Step 3: The amount of time for discussion or arbitration will be decided by the leader before voting is called for.

Step 4: The leader will call a vote but will not participate in voting to prevent a biased final decision from being made. The decision is made by the number of votes in favor of a certain decision. The leader makes a final decision by voting if the votes are equal in count.

Signed and dated:

胡凱嫻

15th June 2024 (*Foo Kai Yan*)

A handwritten signature in black ink, consisting of a stylized 'E' followed by a vertical line and a horizontal stroke.

15th June 2024 (*Eunice Lee Wen Jing*)