**MAST90106 Group Project Contract**

Date:

**Group members:**

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| **Name** | **Phone contact** | **Email** |
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1. **Brief description of project**

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1. **Project client (name and email):**

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1. **Group project deadlines:**

E.g. initial client meeting, regular meeting milestones; updating git repository; draft literature review; draft proposal; draft oral presentation; final proposal (hurdle task)

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| **ACTION** | **DEADLINE** |
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1. **Team members’ roles & responsibilities:**

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| **Name** | **Tasks** | **Deadlines** |
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1. **Agreed time commitment (hours per week):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Meeting schedule:**

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| **When (date & time)** | **Where** | **Preparation required** |
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1. **Decision-making process:**

How will decisions be made – by consensus, majority vote, leader has final say etc.?

How will you ensure that decisions are made in a timely way?

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1. **Ground-rules for meetings and communication:**

E.g. Main mode of communication, meeting format (eg. rotating chairperson?),

acceptable/ unacceptable behaviour (eg. must attend meetings; check email everyday &

respond within 48 hours, don’t call after 9pm etc.)

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1. **Behaviours/actions that will not be tolerated (i.e. reported to subject coordinator).**

E.g. ‘bullying’; repeated failure to fulfil responsibilities etc.

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1. **Action to be taken by the team to address the issues listed in 9 above (list steps)**

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1. **Other conditions or comments:**

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**It is very important that every member of your team understands the details of the team contract and agrees to the specified rules and conditions.**

**Team signatures:**