

# STUDENT GUIDE TO GROUP WORK

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## Group Charter Template

### Group Members

Include group members' preferred and backup choices for communication and list groups' contact information.

| Name             | Preferred Contact Method | Back-Up Contact Method | Email                | WhatsApp/Phone |
|------------------|--------------------------|------------------------|----------------------|----------------|
| Adil Guluzade    | Discord                  | WhatsApp               | adilg@my.yorku.ca    | (647)-521-6452 |
| Santusht Arora   | Discord                  | WhatsApp               | santusht@my.yorku.ca | (647)-864-8491 |
| Faraz Akbarzadeh | Discord                  | WhatsApp               | fafaki80@my.yorku.ca | (647)-995-8070 |

### Goals

Success can be achieved through our team by combining collaboration with accountability and mutual respect. The primary goals of this team are:

1. Successful project completion depends on achieving time-based delivery with exceptional quality standards and precision standards.
2. We aim to collect ideas, solve problems, and gather feedback through respectful dialogue.
3. Team members will accept responsibility for their individual work tasks, enabling balanced contributions toward overall team success.
4. Technical Deadlines require strict adherence to scheduled attendance along with efficient workload planning to avoid final project chaos.
5. Team success takes precedence over personal differences when resolving conflicts which we address through professional and collaborative methods.
6. We will encourage a learning environment which promotes adaptability as well as constructive feedback so we can make improvements at both group and individual levels.

The teamwork goals provide our collective foundation to stay productive and maintain alignment throughout the project.

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## Ground Rules

These define what group members expect from one another and what norms they agree on relating to behaviours and actions. Below are examples of the types of areas it is important to address and examples of what form they might take.

| Area          | Principles & Norms<br><i>All members of the group agree to:</i>                                   |              |
|---------------|---|--------------|
| Communication | Over Discord, WhatsApp as backup if needed  |              |
| Meetings      | Once a week on fridays at 6pm over google meet<br>If needed, ad hoc meetings as and when required |              |
| Deadlines     | Deliverable 1   | Jan 29, 2025 |
|               | Deliverable 2   | Feb 10, 2025 |
|               | Deliverable 3   | Mar 14, 2025 |
|               | Deliverable 4   | Mar 29, 2025 |

### Care Statement

Outline here how the team will strive to care for the health of each other and the team as a whole during the project duration:

Throughout the project we resolve to help each team member achieve their health and well-being. Please communicate any health requirements early so we can make timely adjustments without interrupting our work process. Team members must communicate potential adjustments to the group early to ensure seamless execution before approaching deadlines. When members neglect these responsibilities they will face accountability measures while ensuring team fairness and operational effectiveness.

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## Group Roles

See also the [Guide to Group Roles & Maximizing Performance](#)

| Group Member     | Group Role         | Scope of Role  |
|------------------|--------------------|--|
| Faraz Akbarzadeh | Leader/Facilitator | The role involves setting clear objectives and sub-goals for each meeting, ensuring all members understand key concepts and tasks. This role initiates discussions, maintains focus on goals, and oversees the timely completion of tasks.                 |
| Adil Guluzade    | Checker/Editor     | This role manages assignment integration, ensures proper source attribution, performs copy editing, and guarantees timely project submission.  |
| Santusht Arora   | Devil's advocate   | This role prevents "groupthink" by promoting diverse viewpoints and rigorous quality control, ensuring that all perspectives are considered and every detail is meticulously reviewed to maintain high standards in decision-making and project execution. |

## Deliverables & Deadlines

| Deliverable   | Deadline     | Lead(s)          |
|---------------|--------------|------------------|
| Deliverable 1 | Jan 31, 2025 | Faraz Akbarzadeh |
| Deliverable 2 | Feb 12, 2025 | Santusht Arora   |
| Deliverable 3 | Mar 16, 2025 | Adil Guluzade    |
| Deliverable 4 | Mar 31, 2025 | Everyone         |

## Performance Agreement

Considers how the group will address non-performance of what is agreed to. Whatever the group agrees upon should correspond to the impact or gravity of the issues at hand.

The agreement establishes our methodology for handling team non-performance which guarantees that all corrective actions match the issue's seriousness. Every team member should perform their key responsibilities while providing balanced contributions to achieve group success. Whenever team performance falls short of expectations, the first response will be open dialogue to address problems and extend support to members facing difficulty fulfilling their duties. Persistent problems will lead to possible task reassignment or formal

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warnings that escalate through higher management if required. We adhere to a policy which ensures fairness and accountability while assessing each issue to determine suitable responses.

## Signatures to the Agreement

| Team Member's Name  | Team Member's Signature |
|---|-------------------------|
| <b>If team members cannot add signatures in-person, a group can agree that each member typing their name in the signature section suffices as agreement</b> |                         |
| Adil Guluzade   | AG                      |
| Santusht Arora  | SA                      |
| Faraz Akbarzadeh  | FA                      |



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