Group Contract

# Group Responsibilities

The success of a group depends on the contributions and professionalism of each and all of its members. When you join a group, you are throwing your lot in with the group. The group will let each member share in the fruits of its labor and each member should pay the group back by contributing to the group effort.

The group contract lays out the responsibilities and expectations of the group members. It also lays out how responsibilities will be determined, how group members can contact one another, consequences when group members do not meet their responsibilities, giving credit for work done and not giving credit for work which was not done.

This is a template for a contract. You can alter the parts you feel need to be altered. The final contract does need to be approved by the instructor and then signed by all members of the group.

# Contact Information

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| --- | --- | --- | --- |
| Name | Email | Phone (optional) | Social Media |
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# Professionalism

As a member of this group, I will conduct myself in a professional manner, just as I would in the workplace. I will abide by the decisions of the group and participate in the group activities to the best of my ability. I will strive to be pleasant and treat my fellow group members with respect. Should conflict arise, I will do my best to overcome it and put it behind us.

**INITIALS: akm, hfc, ycef, tvto, at, ho, ptk**

# Group Meetings

All group members agree to meet in the assigned class time.

In addition, they agree to participate in 1 meeting(s) per week outside of class time.

Individual contributions will be completed by 2 days before the group submission due date and the group submission will be completed by 1 day before due date.

For the preparation of group submissions, the group will meet online via zoom or MS teams.

**INITIALS: akm, hfc, ycef, tvto, at, ho , ptk**

# Work Distribution

Work will be distributed during a weekly group meeting where members pick the work that they are best equipped to do. Members will make every effort to distribute the work evenly amongst the group members.

**INITIALS: akm, hfc, ycef, tvto, at, ho, ptk**

# Plagiarism

The group will submit only work done by the members of the group. The group will not post their workshops, assignments or other work on the internet or distribute it to others in any other manner.

**INITIALS:**  **akm, hfc, ycef, tvto, at, ho, ptk**

# Consequences

A group member who is often late for meetings or absent shall lose voting privilege in that day’s decisions.

A group member who fails to complete their chosen work on time shall lose choice in next work distribution meeting and his/her work will be assigned by other group members.

A group member who submits substandard work shall do more of the next weeks work to compensate other members, endeavor to fixing his/her work in that week.

If a group member does not pick a fair share of the work the group members shall assign him the works, they deem is fair.

If a group member does not treat their fellow group members with courtesy and respect, he/she will lose all voting privileges for the rest of the semester.

**INITIALS: akm, hfc, ycef, tvto, at, ho, ptk**

# Conflict Resolution

In the event there are inter-personal issues within the group or if a member does not meet their commitments, all issues will be resolved by voting of the active group members and the group shall decide the penalty.

**INITIALS: akm, hfc, ycef, tvto, at, ho, ptk**

# Other Rules

(add as appropriate)

**INITIALS: akm, hfc, ycef, tvto, at, ho, ptk**

# Signatures

By signing below, I agree to abide by the group contract.

DATE: \_\_\_\_22 Feb 2024\_\_\_\_\_\_



Print Name: Arshia Keshavarz Motamedi Signature:

Print Name: Hiu Fung Chan Signature:



Print Name: Ying Cheung Ellis Fung Signature:



Print Name: Heungbin Oh Signature:



Print Name: Tien Vu To Signature:



Print Name: Aditya Mahesh Tambe Signature:



Print Name: Phan Trung Kien Signature:



Print Name: Signature: