

The collaboration agreement

A collaboration agreement is a tool for producing effective group processes. You should all present your expectations to the group work and to each other. While doing so, you can discuss your different wishes and decide how you will work as a group. The collaboration agreement should document all your decisions.

The collaboration agreement is relevant because it will help you insure a good group process. A good group process determines a good individual learning process. You grow and learn along with other students. You learn to co-operate and get insight into your and others' strengths and weaknesses. You get continuous sparring and discussions with other students. You can learn from people from other backgrounds than your own. You will have a small group of people to relate to

In order to gain an overview of what kind of competences and team player types your present group possess, all group members are going to fill out the beneath matrix, appointing their "team profile". In that way, your group will be given the chance to reveal – and act according to – potential missing roles (...That eventually could lead to group problems – both in regards to the group work process and to the output; your prototype or whatever product your present assignment requires...)

Group members' full names	E-mail addresses	Phone numbers
1. Alise Kuzņecova	alisekuznecova@gmail.com	+37126527370
2. Diana Jurgutyte	diana.jurgutyte@hotmail.com	91853149
3. Tomas Hrino	Tomashrino1@gmail.com	+45 50 21 46 36
4. Ilva Lamberte	lamberteilva@gmail.com	+45 50 20 38 74
5. Lavinia Marcu	laviniamarcu97@yahoo.com	+45 52 76 59 68
6.		

Group members' full names	Belbin
1. Alise Kuzņecova	Monitor Evaluator, Complete Finisher
2. Lavinia Marcu	Implementor Plant
3. Diana Jurgutyte	Shaper Team Worker
4. Tomas Hrino	Plant Team worker
5. Ilva Lamberte	Coordinator, Shaper
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Following collaboration agreement-matrix should be regarded as inspirational. You might find areas of interest and other norms you need to “formalize” within the group. Feel free to add new items. The matrix is your internal “group contract” where you should be able to find answers on to how to cope with all sorts of obstacles you might meet within your group work. You should see it as a work tool...

Topic	Explanation	Group's decision
Group's purpose	What assignment – in brief, is the group going to solve	Designing innovative app for an existing problem.
Group's goals	What goals – except solving the assignment – is the group going to put focus on: learning goals, process/social goals etc.	Learning in a process trough experimenting, develop our communication skills.
Group's ambition	Are you going to build a castle or a shed? Are you focusing on the process or the final product?	We are going to try to build a castle.
Individual group members' goals/ambition	Have you got any individual agendas; ex. part(s) of your individual semester learning goal, that you want to achieve within this group work.	Lavinia: learn more about business area
		Ilva: learn more about coding and UX theory
		Alise: Learning to collaborate and express/present my ideas to others
		Diana: develop UX skills
		Tomas: UX skills and coding
What skills does the group wish to develop?	Have you got any specific skills that you as a group want to focus on; programming tools, Photoshop, Illustrator etc.	Illustrator, programming.
Group's strategy	How will the group ensure that each member develops the desired skills; are you going to meet a lot, read a lot, share knowledge a lot, teach each other etc.	Daily meetings
How many hours of daily group work? How many hours of daily individual work?		7-8 hours a day
What activities outside the studies will each member prioritize?	Have you got any “outside the school obligations” that you want to tell your group members about; i.e. children, work, other that is of importance to you and something you want to/-have to prioritize – perhaps even above the group work.	All group members are working currently, so we are going to try to balance our school work with outside-school activities.
When will the group meet for group work?	Make a schedule!	Most of the group work will be done in school.
How will the group divide the task(s)?	Are you going to do everything sitting together, are you going to work one and one, are you going to solve things in pairs? To give answer to this you should try to breakdown the assignment into different tasks...	We are going to divide responsibilities depending on each individual's skills and aspirations.
How are you going to take decisions in the group?	Are you going to vote and/or use other “democratic tools? Are you aiming for unity and willing discuss each and every issue until	To make a decision, we are going to vote.

	everybody agrees or are you going to appoint responsibility and let group members working with i.e. design solely take decisions regarding design...	
What problems are likely to arise in the group process?	Have you any pre knowledge of potential "working together issues". Try to have some explicit considerations regarding who you are as "team player types"	Differences in opinions, unevenly divided work, responsibilities, not respecting the time of others or not accepting different opinions, that the other group members have
How are you going to organize the group?	Are you going to build a group hierarchy with a leader and other appointed "organizational tasks" If so, how are you going to appoint the leader/ decide about the hierarchy? Or are you going to work in a very horizontal and partly "anarchistic" group structure	We are going to work in a very democratic manner, taking in consideration different points of views.
How will group evaluate the group process the group's ability to reach it's goals?	Will you evaluate every day using ex. SCRUM meetings or will you evaluate otherwise	We are going to evaluate the work, that has been done every week and evaluate the results, that we might have at that moment.
How and when will you punish violation of the group norms?	How often are you going to violate the rules in order to get punished? What types of punishment will you use; baking a cake, split up the group, expelling a team member? If you are going to expel a team member, how will you do it?	In case of not following the general rules, we have to bring pastries or any kind of sweets to other group members.
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