STA 404/504 Krallman (OIR) Project – Group Contract

Now that you’ve been assigned to a group, it’s time to determine how your group will operate. One way to ensure that you have a better experience is by taking the time to carefully complete group contract that outlines code of conduct, expectations and handling disputes. A good group contract and code of conduct will include, but are not necessarily limited to, the following items. You are welcome to include any other additional information.

*Please read all instructions carefully before making a copy of this document and completing the contract.*

# Instructions

1. **You must complete all items thoroughly as a group.**

One person may not complete this contract on behalf of the entire group. All group members must be involved. Each group member is required to type his/her name at the end of the contract. Typing your name serves as your signature that you have read and accepted the terms of the contract. Students that do not participate in the group contract will **not** receive credit for the group contract.

*Please note: Typing another group member’s name for him/her is a form of academic dishonesty.*

1. **Communication is key.**

You can meet in person, online via Google Hangout, call each other on the phone, exchange emails, do [groupme](https://groupme.com/en-US/) texts, etc. I strongly recommend that you make a copy of this document on Google Docs and complete it together as a group. Share contact information to facilitate communication.

1. **Only one person in the group needs to submit the group contract (as a PDF) on Canvas.**
2. **It is imperative that you include as many specific details as possible when you fill out the contract.**

The more details you include, the better positioned your group will be to avoid any miscommunication and/or any conflicts.

# Group Contract and Code of Conduct

1. How will you communicate? Will you communicate via a mass email list, where anything that one group member sends is received by all? Will you exchange cell phone numbers? Will you meet in person? Any or all of the preceding?

We will use texting to communicate in a group conversation. Yes, we will exchange numbers. Yes, we will meet in person.

1. How often will you be expected to check for updates from your group members?

Twice a week / whenever we have this class.

1. Will there be a group leader, or will this task be rotated in some way? How will you ensure that all project deadlines are met?

No, we will all be accountable for our own work. Communication will be key to getting the work done and meeting deadlines.

1. Create a group calendar to set a schedule for group meetings according to the project due dates and include it here. Include a timeline of when you will complete the various components of the project.

We will use Google Calendar to share dates with everyone. The timeline will be created in a Google Doc and shared with everyone as well.

1. Who will be assigned to submit the Group Contract on Canvas?

Brian Lambert.

1. How will all group members work collaboratively on this project throughout the course of the project? Will you share ideas using Google Docs? Some other way? Please explain.

We will text, use Google Docs/Calendar, and meeting in person.

1. Who will submit the Group project (i.e., data, rough draft) into Canvas?

Minyue.

1. What will be your group’s policy, if any, on covering for one another if need be?

Ask for help early instead of waiting last minute to reach out for help. Also, make sure we’re getting the work done before the deadline.

1. **\*\*Important\*\***

What policy will you have in place to resolve any intragroup conflict that may arise (for example, if a group member neglects to carry out his or her delegated duties to post their results on time, or if a group member is not receiving or responding to group updates as often as expected in item 2 above)?

Try to work it out between ourselves, but if that doesn’t work we can talk to Dr. Bailer for help resolving the issue.

*You may use the instructor as a higher court of appeals – but you will first be expected to document that you implemented your initial conflict resolution plans per your contract and to update the instructor on the outcomes of your own attempts to resolve the conflict.*

All group members must type their names below to indicate that they have participated in this group contract and understand the group’s expectations.

Group Member #1: Brian Lambert

Group Member #2: Mary Yu

Group Member #3:Minyue Wang