



GROUP CONTRACT

Group number: 6

The group has agreed on the following rules concerning the group's conduct and cooperation:


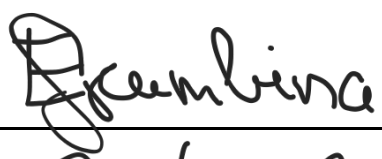
When, how often, for how long and where will we meet?	<p>Once a week in a group room, during SEP if possible or after. If needing a raincheck, at least on discord via voice chat with screen sharing if necessary.</p> <p>2h or until all relevant matters are handled</p>
How will we communicate in the group?	<p>in person</p> <p>messenger group chat</p> <p>discord group chat for voice and screensharing</p>
How will we participate in the project work (conduct)?	<ul style="list-style-type: none"> • split the work into tasks • first have people offer to do said tasks • if nobody offers, distribute them by rock-paper-scissors tournament, the first loser takes the least desired one (determined by rest of group vote). • determine the same 2 deadlines for everyone (first then buffer for readjustments or if task not yet done for valid reasons aka emergencies) then a third for assembling the completed tasks together. Missing both deadlines counts as a strike. Warning may or may not be issued depending on severity of miss. Missing 4 deadlines demands a warning. <p>If a task is too difficult, rise problem in group and try solve it together. If nobody can solve it, ask supervisor or relevant professor. This must happen before or at least at the 1st deadline</p>



How will we take decisions in the group?	<p>By democratic vote or volunteering. If one is absent during a decision making, the people present decide instead.</p> <p>Taken decisions will be listed in writing for everyone to be able to see at any point at the end of each meeting, in both the Facebook messenger chat and the group discord.</p> <p>Any contestation (better idea, for example) must be discussed with the group in no more than 3 days after decision was announced. If accepted by group, it will be added to the decision log.</p>
How and when do we cancel if we are unable to attend a meeting?	<p>As soon as we know</p> <p>Via Facebook messenger or discord, latest an hour ahead of time unless unpredictable emergency, of course.</p> <p>Absence will be noted (in dedicated discord channel?)</p>
Which problems may arise?	<p>Trains cancelled, sickness, death, family emergency, Death Eater attack, the One Ring awakening, Fatui invasion.</p> <p>Conflicts (disagreements, miscommunication, etc)</p>
How can we solve our problems?	<p>Discord voice chat + screen sharing where possible and/or necessary</p> <p>Communicate, assess problems, act accordingly</p> <p>Brawl if necessary (no weapons allowed)</p>
What if one or more members do not respect agreements?	<p>Warning from the group, maybe brawl, followed by meeting with supervisor if needed. If no show at supervisor meeting or supervisor can't help either, friendly parting ways.</p>
How can we ensure that group members keep agreements?	<p>Keeping track of agreed or distributed tasks in writing, with deadlines (2 max, one preliminary, second for buffer), all listed in discord decision channel.</p>
When will we assess the cooperation in the group for the first time?	<p>Three working weeks after our project work starts, then every 2 weeks after.</p>



How often should we review the group contract?	Once, a working month after starting project work. Twice if extraordinary circumstances arise when group decides it necessary.
When will we review the group contract (date)?	November 6

Name of group member	Study number	Signature
Ana-Maria Patriche	302976	
Bartosz Kołando	354539	Bartosz Kołando
Elina Grumbina	355013	
Piotr Gała	355451	Piotr Gała
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