

Group Contract

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B130 - 3/2/12

Rules

- § 1 If anyone breaks rule 2-9 the rulebreaking person has to buy cake/sandwich/pizza or the like to the other group members.
- § 2 Keep appointments - also meeting time.
 - a You need to notice the other group members if you are unable to come or are late.
- § 3 A normal workday is from 9:10-16:15, unless there is a class in the morning - Then the meeting time is when the class starts.
- § 4 Everybody need to be ready to work at 9:10.
- § 5 Lunch is from 12.00-12.30.
- § 6 Be professionally dedicated about work, the classes and the solving of group work.
- § 7 All appointments about deadlines on parts of the project must be kept.
- § 8 For all work related documents or other things L^AT_EX and SVN is used.
- § 9 If a groupmember does not participate in the groupwork, or are doing something unserious, the other groupmembers can shout "Chicken" at the person. If a person gets 3 "Chickens", they must be punished according to §1.
- § 10 There are high ambitions about the project.
- § 11 When the group is making important decisions a minimum of 5 group members have to be present
 - a All decisions will be put in the folder "Beslutninger" - Group members not present are notified by sms.
- § 12 2 group members work on the worksheet. If the work is not satisfying 2 new group members will be assigned the work.
- § 13 There will be a morning-meeting from 9:10-9:20 every work day, where we do not have classes. In that case the meeting will be right after the class.

- § 14 If the workload is too much for a group member the rest of the group need to be notified as fast as possible.
- § 15 The group coordinator has the responsibility that this problem is solved.
- § 16 The group coordinator has the responsibility that the time schedule is followed.
- § 17 It is a common responsibility in the group that all the group members are serious about the work.
- § 18 Friday meeting is every Friday morning unless the group have to go to class - in this case the meeting is Thursday morning.
- a On this meeting the work of the day and the week's work will be discussed
 - b It will be checked if the time schedule is being followed
 - c Common thread (Where do we want to go? What happens now?)
 - d The worksheets are to be sent before 12.00 Friday. The worksheet is made just after the meeting. The structure of the worksheet is discussed on the meeting. The worksheets are sent to the contact person.
 - e If any group member knowingly, repeatedly breaks the rules, CET is responsible that it is discussed on a group meeting.

Also see "Nøglesamarbejdsaftalen" - (The contract about keys to the group room)

Group roles

Coordinator: Christian (If not present Mette)

Moderator: Dag (If not present Aleksander)

Reporter: Mette (If not present Dag)

Contactperson: Christian

Postman: Rasmus

Writers of the worksheet: Aleksander and Niels

CET - Conflict Emergency Team: Mette or Kasper or Christian (Only one person needs to solve the conflict but if she/he is in the conflict another member of CET has to solve the conflict)