COMP3014 Network Simulation Project
Group Contract Template

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Sample Group Contract for BDIC COMP3014J Project

In order to have a successful group, there are certain strategies that work to help with interpersonal communication and decision-making. In this first meeting, you have some decisions about how the group will function. This group contract makes your expectations of each other visible and you must ALL agree.

Agenda for first group meeting:

1. **Introduce yourself and provide contact information**

   a. Talk about your strengths (e.g., good with programming, good at producing media, writing, linux etc.)

   b. Begin to talk about roles in this group.

   c. Decide on how leadership will be done – not the boss! Someone that will keep records of the meetings and tasks to be completed.

2. **Group contract**

   The group will write a group contract that everyone can agree on. If you need to revise it during the course, then everyone must agree to the changes and the records of changes should be kept in the group journal.

   a. The contract should be finalized and signed by all members by week 6.

   b. One copy of the contract for your group (all names) must be submitted to the Brightspace by end of Week 6.

Four areas that you must have on your contract

1. Preferred method of communicate (email? Group discussion board? WeChat etc.)

   - How often should members check these communication sites for updates?
   - What is the expected response time? 4 hours? One hour?
   - Who will chair the meetings and keep track of the decisions made and their implementation?
   - Who will update the Trello Board with the tasks?

2. Decision-making policy

   - By majority vote? Consensus?
   - Who decides how mush score a task deserves?
   - Who decides when a section of the report etc. is rewritten?

3. Participation

- What strategies will you use to ensure cooperation and equal distribution of tasks?
- What is expectation for attending group work meetings? How often are you going to meet? When are you going to meet? Does everyone agree?
- How soon do you need to notify the group member that you cannot attend meeting?
- What about individual attendance? Punctuality? Illness notification?

4. Conflict

- What if a member disappears and does not participate?
- What if a member does not do their assignment?

5. Other rules that your group would like to add

Grades will be based on completion of all the parts of the assignment, group member evaluations and final submission by the due date.

Signature: _____
Student1 Name: Date:

Signature: _____
Student2 Name: Date:

Signature: _____
Student3 Name: Date:

General Group work Guidelines

Have respect for each other.

- Respect each other's ideas
- Respect the other group members
- Don't interrupt each other
- Everyone's opinion should count
- Be honest with each other

All group members should do an equal amount of work.

- Everyone should share the responsibility of the tasks

Your group should have a common understanding of goals that need to be achieved.

- Help each other to understand all concepts

Be open to compromise.

- Be willing to cooperate with others on their ideas
- Keep an open mind
- Vote on disagreements

Time management.

- Attend and arrive on time to all group meetings
- Be flexible about meeting times
- Keep on task (limit talk about non-related events)