Group Agreement

Members/Roles:

Work areas:

Overleaf

Github

Somewhere for a to-do list?

Meetings:

*At least* one meeting a week(Friday), preferably more.

Meetings are for working on assignments, going through what has been done so far and plan future work.

End every Friday meeting by writing a quick summary(1-2 sentences) of what has been done that week.

One meeting a week should contain some planning(probably Friday). There should be one weekly ‘working together/in the same space’ meeting.

Rules:

Don’t be late.

If you will be late or cannot attend a planned meeting let us know asap.

Ask for help when necessary – don’t struggle on a question for a long time alone.

Be open about your own personal schedule/availability.

Tell the truth

**participate in planning and decision making.**

You will be held accountable for your part. (How will we hold each other accountable?)