



# Group agreement

Group 10

Group name \_\_\_\_\_

Version 1.0



## The Unlimited Well – EDA382 Project 2010

## Purpose

The purpose with a group contract (or agreement) is to establish a common view of the conditions all team members must adhere to in order to function adequately within a team. To make sure that everyone feels that his/her viewpoints have been addressed, a good starting point is to discuss the aspects of teamwork listed below. Firstly, let each individual consider the aspects individually. After that, a group discussion should be initiated. When the group has reached consensus, document it here and hand it in as an attachment to the project plan (PP).

ASPECT	Fully agree	Fully disagree
<i>Team members will jointly create rules for the group concerning working procedures (attendance, times and dates, preparatory work etc.)</i>	X	
<i>All team members will attend all meetings that the group has planned for.</i>	X	
<i>All members of the group will come well prepared to a meeting</i>	X	
<i>It is important to have a coordinator (clerical function) within the group</i>	X	
<i>Tasks will be assigned at an equal amount to each member of the team so that the individual workload will be approx. the same for all.</i>	X	
<i>During work, group members will avoid talking about personal experiences, feelings and wishes but stick to facts only.</i>	X	
<i>Collaboration mechanisms within the team must be possible to discuss at all times in an open manner even if that could harm someone.</i>	X	
<i>A group member that does not contribute according to plan, must not benefit from the total group achievement.</i>	X	
<i>It is important to provide each other with feedback of all types (positive and negative).</i>	X	
<i>Each meeting is concluded by an evaluation where each team member expresses the perceived health of the project and the work done.</i>	X	
<i>Our group will make a joint effort to produce a top-achievement.</i>	X	
<i>It is important to have a formal procedure of how the group is supposed to communicate with other groups and "upwards".</i>	X	
<i>It is crucial for the overall outcome to ensure that all</i>		



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<i>discovered problems are analysed and resolved.</i>	<i>X</i>
<i>A problem report system should be established to ensure problems and divergences can be detected, described, recorded, analysed, appropriately communicated, corrected and prevented at all times</i>	<i>X</i>
<i>Prioritise problems according to the cause, range and severity level described in problem reports.</i>	<i>X</i>
<i>Track resolutions of identified problems notify affected parties report and document changes of work products and processes.</i>	<i>X</i>