Group Project
Agreement

This agreement will serve as a guideline for your work together. Outlining communication methods, expectations, and accountability measures will ensure that all members are on the same page, and will be helpful to revisit should any issues arise. Please review the Group Project Best Practices prior to completing this agreement. **The final page of this document must be signed by ALL group members and submitted along with your project in order for you to receive credit.**

Member Info & Communications

Below please list your group members, email addresses, preferred method of communication, and additional contact information.

Name	Email Address	Preferred Method	Additional Contact

QUANTIC

Important decisions to make around communications include:

- How do you intend to communicate as a group? (Email, Slack, WhatsApp, etc)
- What is the expected response time? How often should members check for communications? (e.g., "Please respond within 24 hours. If a group member doesn't respond on Slack within 24 hours, then reach out via email.")
- How will work be shared (Google Docs, Dropbox, etc) and what will the parameters be around the platform's use?
- How will you communicate if someone is not contributing? (e.g., "If someone misses more than 3 meetings, then group conflict guidelines will be followed").
- If the project you're working on requires a presentation component, what platform will you use and how will you arrange filming? For Capstone presentations, will you record your presentation or present live?

Group Norms and Expectations

Establish guiding principles that your group will follow throughout the project. For example, each group member agrees to attend all scheduled meetings on time. If someone is unable to attend, then they are responsible for communicating their absence to the group 24 hours in advance (if possible).

Topics to consider include, but are not limited to, attendance/punctuality, cultural competency and respect, decision-making process, meeting frequency, project checkpoints/deadlines, strategies for keeping the group on task, etc.

Discuss how decision-making will occur within the group and assign roles to each group member (e.g. notetaker, facilitator, editor). Use the Group Project Assignment Chart as a guide—this is a living document that should be updated frequently as you progress. *Note: you will need to create your own copy of the assignment chart for your group.*

Group Conflict Guidelines

If conflict should arise, there should be at least <u>two</u> attempts to message group members and at least <u>one</u> attempt to meet virtually (or face-to-face) to discuss any issues.

Absence/Failure to Communicate
If a group member is not participating or contributing work that does not align with group expectations, then please reach out via email/Slack to check-in first. At this time, you should revisit expectations as a group.

If you have discussed the behavior affecting the group and there is no evidence of change, then arrange for a meeting (virtual or face-to-face) to discuss opportunities for improvement, next steps, and implications if a member fails to follow through.

Removing a Group Member
If the group member does not respond within the established timeframes, fails to deliver mutually agreed upon deadlines, or the behavior in question continues, then you can message them once more confirming they will be removed from the group. Prior to removing a group member, please make sure the group has made at least two outreach attempts via email/Slack and had a discussion with the group member.

Contacting Quantic
Mediation will not be considered unless the group has taken appropriate measures as outlined above.

> **Once a project has been submitted with group members' names included, group member participation and credit cannot be disputed after the fact.**

Group Project Agreement

We, the undersigned, agree to follow the established group norms and expectations, as well as the Group Conflict Guidelines set forth by Quantic. Our group has established the following norms and expectations:

Our group will be primarily communicating over _____, and have agreed that all members of the group will check for communications every _____ hours. If a group member does not respond within _____ hours, then the group will _____ . Our group will share work via _____ and update team members accordingly when tasks are completed.

By submitting this agreement, we understand that as a group we're all responsible for following the guidelines established herein. We have read the Quantic Code of Conduct and understand all submissions will be monitored for plagiarism. If a situation warrants intervention, then we will take accountability measures to ensure success for the entire group. We understand that once a project has been submitted with the group members' names included, group member participation and credit cannot be disputed after the fact.

Name: Name:

Signature: Date: Signature: Date:

Name: Name:

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