GROUP ASSIGNMENT

Team Contract Kit

Monash University

**Project Purpose: Tutor/lecturer:**

# TEAM CONTRACT

**For Unit Code: Assignment:**

## Submission(s) Due:

### Task: Task: Task:

Time Day Month Time Day Month Time Day Month

# Team Members

**On this date, , the undersigned individuals agree to collaborate and abide by the terms set forth in this contract for the purpose of completing this group assignment:**

|  |  |
| --- | --- |
| **PRINTED NAME** | **SIGNATURE** |
| Batheendra Nanayakkara |  |
| Salihah Nubaysha Nisha |  |
| Sanugi Fernando |  |
| Shekinah Robins |  |
| Jaehong Kang |  |
|  |  |

## Project Vision & Expectations

What do we want to accomplish in terms of qualify of work, marks, skills we want to develop or refine, etc.?

## Procedural Ground Rules

What rules can we agree on to help us meet our project vision and expectations? What do we expect from each other in terms of how and how often we will communicate, how we will conduct meetings, how we will resolve disagreement, etc.?

## Behavioural Ground Rules

What do we expect of each other in terms of attendance at meetings, participation, sharing workloads, ensuring all voices are heard, etc.?

## Decision Making Ground Rules

How will we make decisions as a group?

## Designated Roles

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| **Role** | **Student Name** |
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**Workload Allocations**

Every member of the team agrees to participate in analysing the assignment carefully to determine what is required and how the group will achieve those requirements.

Additionally, the team will achieve consensus on a fair and equitable plan to divide all work in advance, and agree to revisit and revise that plan if unexpected changes or circumstances warrant revisions. Free-riding\* will not be tolerated.

\*Free-riding shall be generally defined as substantially benefiting from the collective actions of the group without substantially contributing to those collective actions.

## Consequences for Non-Performance

How will we address performance and behaviour issues involving individual team members, such as failure to attend meetings, failure to participate, rude language or behaviour, etc.?

* See Appendices for Planning Tools and Details ◄

# Group Meeting Requirements

## Estimate and plan how many more team meetings you expect to need

### Consider the following:

* Will you meet to review your deliverables before submission (report, presentation, etc.)?
* Will you have any sub-teams who need to meet separately to work on a particular task?
* Will you have a meeting to assess progress and resolve any problems that may occur?
* Will you plan to meet after the project is finished to debrief and review lessons learned?

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| **Meeting** | **Time** | **Date** | **Location** | **Team Members** |
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# Workload Planning Sheet

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| **[Submission Item]** | | | |
| **Task / Activity** | **Start By** | **Finish By** | **Person(s) Responsible** |
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| **[Submission Item]** | | | |
| **Task** | **Start By** | **Finish By** | **Person(s) Responsible** |
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**Skill Identity**

**Identifying the skills required to complete a group assignment is a crucial step for team success. You should first identify which team members have some level of proficiency with those skills, and then which team members are interested in developing or refining specific skills.**

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| --- | --- | --- |
| **Skills We Require** | **Skills I Can Contribute** | **Skills I Want to Develop/Refine** |
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