**Rights and Responsibilities Contract for Project Teams**

**Hydrologic Data Analysis, fall 2019**

Please review this document with your team and make the requested edits. Fixed text can also be edited by team members if all members agree to the edits.

* You have the responsibility to be an active participant in the group process. And you have the right to expect active participation from other group members.
* You have the right to expect that group members to listen to you respectfully and you have the responsibility to listen to all group members respectfully.
* You have the right and responsibility to select meeting times and locations that are convenient for all members. At least one weekly meeting must be scheduled and may take place either in person or virtually.

*Meeting time(s): Monday 11:30-1:30, Tuesday 12:30 – 1:20 (if needed)*

*Meeting location(s): LSRC Collaborative Lab*

* You have the right to expect group meetings to begin and end promptly and that the group will follow an agenda that outlines the tasks it expects to accomplish during the meeting. You have the responsibility to help the group fulfill these expectations by being to meetings on time and helping the group develop and follow the agenda.
* You have the right to ask group members to limit the amount of time devoted to socialization or the discussion of extraneous topics. You have the responsibility not to engage in excessive socialization or to bring up extraneous topics. You have the responsibility to help the group stay on task.
* You have the right to contribute to the formation of group goals, the dividing of the work among group members, and the setting of deadlines.

*How will group goals be decided?*

* *We will decide our goals collectively with a willingness to compromise and delegate.*
* *We will talk to each other to gauge what our interests are in an engaging and respectful way.*

*How will work be divided?*

* *Based off of interest and fair distribution, we will make sure everyone has enough to do and no one is stuck with too much work.*

*How will deadlines be set?*

* *Based on the course deadlines and our team meeting times (Mondays before class).*
* You have the right to expect feedback from the group on work you complete for the group and you have the responsibility to provide constructive feedback on the work of other group members.

*How will feedback be provided and recorded? (must be written)*

* *Everyone will provide updates and discuss what they’ve done, we will take meeting notes and discus.*
* You have the right to participate in a group that works cooperative and handles disagreements constructively.

*How will disagreements be handled? We recommend having a written record of disagreements and a method for addressing disagreements among the team members.*

* Be respectful, discuss problems in a calm manner.
* Always assume a positive intent.
* Seek outside advice on more technical disagreements from someone who has more expertise that we do.
* On project objective disagreements, we can talk as a group and everyone will discuss their opinions and we will work towards a compromise together.
* You have the right to expect all group members to do their fair share of the work, and you have the right to confront group members who are not doing their fair share. You have the responsibility to complete the work assigned to you.

*How will your team handle the situation of a team member not fulfilling expectations? We recommend implementing a multi-step system that may involve an informal check-in, a formal discussion with the entire team (in writing), and a formal discussion with the entire team and instructors. Underperforming team members should be given a chance to improve their work before consequences are implemented.*

* Informal check in 🡪 group formal check in 🡪 discussion with group and instructors.
* People should be honest when giving reasons why they have not gotten their work done.
* Give people the opportunity to improve their work before moving to the next step.
* Duke honor code will be followed.

*What will be the consequences for an underperforming team member? These consequences may only come into play after the team has checked in and offered a chance to improve, as outlined above. Be specific about which components and how much of the team member’s grade will be affected.*

* We will leave it up to Kateri to decide how negatively the group member’s grade will be impacted if the final steps of mediation have been reach and the situation has not improved.

Signatures and names of all team members. Your signature indicates your agreement to the terms outlined in this contract.

Name Signature

Name Signature

Name Signature

Name Signature

*This document was adapted from a study group bill of rights developed by D. G. Longman and published in the Teaching Professor, 1992, 6 (7), 5.*