

# STUDENT GUIDE TO GROUP WORK

Learning Commons @ YorkU

## Group Charter Template

### Group Members

Include group members' preferred and backup choices for communication and list groups' contact information.

Name	Preferred Contact Method	Back-Up Contact Method	Email	WhatsApp/Phone
Masooma Rizvi	Discord	phone	masoomar@my.yorku.ca	647-513-1715
Ryan Luk	Discord	Phone	<a href="mailto:ryankluk@my.yorku.ca">ryankluk@my.yorku.ca</a>	647-268-5408
Mariia Melnyk	Discord	Phone	mariia@my.yorku.ca	647-679-3072

### Goals

Complete deliverables on time and communicate before and after completion of deliverables.

### Ground Rules

These define what group members expect from one another and what norms they agree on relating to behaviours and actions. Below are examples of the types of areas it is important to address and examples of what form they might take.

Area	Principles & Norms <i>All members of the group agree to:</i>
------	---

# STUDENT GUIDE TO GROUP WORK

Learning Commons @ YorkU

<b>Communication</b>	<i>We will communicate through discord, and if team members are not replying quickly enough, we will reach out on mobile.</i>
<b>Meetings</b>	<i>Weekly meetings, every Monday just to make sure everything is in line.</i>
<b>Deadlines</b>	<i>Each deliverable should be finished a day before the due date.</i>

## Care Statement

Outline here how the team will strive to care for the health of each other and the team as a whole during the project duration:

We will care for each other, respect boundaries, and be understanding with each others' situations. We will work with compassion.

## Group Roles

See also the [Guide to Group Roles & Maximizing Performance](#)

Group Member	Group Role	Scope of Role
Masooma Rizvi	Team member	Work together to complete deliverables
Ryan Luk	Team member	Work together to complete deliverables
Mariia Melnyk	Team member	Work together to complete deliverables

# STUDENT GUIDE TO GROUP WORK

Learning Commons @ YorkU

## Deliverables & Deadlines

Deliverable	Deadline	Lead(s)
<b>Deliverable 1</b>	January, 31, 2025	Masooma, Ryan, Mariia

### Performance Agreement

Considers how the group will address non-performance of what is agreed to. Whatever the group agrees upon should correspond to the impact or gravity of the issues at hand.

If a group member does not perform in accordance to what is agreed to we will give a warning, and after that we will contact the professor.

## Signatures to the Agreement

Team Member's Name	Team Member's Signature
If team members cannot add signatures in-person, a group can agree that each member typing their name in the signature section suffices as agreement	
<b>Masooma Rizvi</b>	Masooma
<b>Ryan Luk</b>	Ryan L
<b>Mariia Melnyk</b>	Mariia M.



This resource is licensed under a [Creative Commons Attribution Non-Commercial 4.0 International License](https://creativecommons.org/licenses/by-nc/4.0/) and is adapted from *Sample Group Contract*. Centre for Teaching Excellence, University of Waterloo.

<https://uwaterloo.ca/centre-for-teaching-excellence/sites/ca.centre-for-teaching-excellence/files/u>

# STUDENT GUIDE TO GROUP WORK

**Learning Commons @ YorkU**

[ploads/files/uwaterloo\\_sample\\_group\\_contract.docx](#)