Group contract

**Group**: G58 **Lab**: Lab2 **Date: 09/03** **Version:** 1

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| **Names of the group members** | **E-mail adresses** | **Phone numbers** |
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The goal with the group contract is to clarify, discuss and formulate the following points/parts in a formal and structured way:

* The individual and the group's expectation and requirements for the group work
* Flexible. We can meet online and meet at campus. Depending on what we decide.
* The common norms and values for group work
* Respect for common agreements.
* The common goals and needs
* And no ghosting ☹. Group goal = passing grade
* The practical aspects of working together
* Frequent communication
* Clear and explicit rules and agreements
* Ghosting punishment (You need to write at least 24 hours before)

The following are examples of what can be included in the group contract. The most important element in making a group contract is that the group discusses the subjects that the group finds relevant and can agree upon. All group members should agree on the content of the group contract. In case of conflicts in the groups, the group contract will be used for discussion. The group contract should be evaluated and updated during the semester.

**Meetings:**

1. Do we meet between the lectures? Where are meetings held? How long will the meetings last? Can we have meetings over the Internet?

* Meeting Wednesdays 12:00. If there is a group presentation, then we meet the day before.

1. Attendance - agreement on calling/sending a text if you are unable to attend, or call/text if you are delayed.

U need to contact the group 24 hours before the deadline.

1. Should the meeting be recorded? What is the deadline for the preparation and distribution of the records? Where are the records stored? Who is responsible for taking the records?

We write notes. We don’t have any plans for recording now. We have a shared document where the records and notes are stored. Lucas responsible for notes and records for meetings. (everybody can take their own notes too)

1. Should we apply roles at meetings (moderator, secretary, and coordinator)? And should the roles change during the course?

* No need

**Communication:**

1. How do we ensure that everyone gets the necessary information? (use of Teams, Messenger, Drive etc.?)

* Discord

1. How do we communicate about practical things? (use of Teams, Messenger, Drive etc.?)

* Discord

1. How do we communicate about course things such as pitch, research question, etc.? (use of Teams, Messenger, Drive etc.?)

* Discord

**Contributions and expectations:**

1. Flextime - Must all be present at all meetings? Is it okay to contribute at other times?

* Everybody should prefariably be attending at the meetings. If you are not present then the group will delegate for you.

1. Expectations - What is the group’s criteria for success? How can we get ownership of the project and how can everyone feel that they are learning something? How can we use each other’s professions?

* Communication. Passing grade.

1. Ownership - How can each of us contribute to the common criteria for success? How can each of us contribute to the project?

* Honest communication.

1. Environment - How can we create an environment where everyone has the opportunity to contribute?

* Discord and good listeners. Communication.

1. Ongoing evaluation of the team work

* Weekly

**Problems:**

1. What do we do as a group, if a member is always late for meetings?

* Punishments if it keeps happening worst case kicked out of the group

1. What do we do as a group, if a member does not deliver what has been agreed in the group?

* Punishments if it keeps happening worst case kicked out of the group

1. What do we do as a group, if some in the group have a bad chemistry and it affects the work of the group?

* Respectful. We don’t expect anything bad to happen. Just talk things out.

**Level of ambition:**

1. What grade/result are we realistically aiming for? (e.g., minimum passing, high-level result, top mark, best possible innovative outcome)

* 7

1. What makes us proud in the end? (e.g., quality of report, depth and creativity of solution, professional pitch, outstanding teamwork)

* Green checkmark. Good experience.

1. Will we aim for even participation and balanced contributions, or is it acceptable for some members to carry heavier/lighter loads throughout the project?

* Aim for even participation and balanced contributions.

1. Beyond the final results, what specifically are we striving to learn or improve personally or professionally?

* Better teamwork. Innovation skills.

1. How regularly do we expect to reflect openly on our team atmosphere and revise our group contract accordingly? (daily walk around campus, weekly sit-in…)

* Whenever somebody to say.

**Others:**

**Expected absence calendar:**

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| **Team members**  **(max 7)** | **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| **September 3rd**  **Kick-off** |  |  |  |  |  |  |  |
| **September 10th**  **Loop 1 start** |  |  |  |  |  |  |  |
| **September 17th**  **Loop 1 HardNut** |  |  |  |  |  |  |  |
| **September 24th** |  |  |  |  |  |  |  |
| **October 1st**  **Loop 1 Demoday** |  |  |  |  |  |  |  |
| **October 5th**  **Loop 1 reports** |  |  |  |  |  |  |  |
| **October 8th**  **Loop 2 start** |  |  |  |  |  |  |  |
| **October 22nd** |  |  |  |  |  |  |  |
| **October 29th** |  |  |  |  |  |  |  |
| **November 5th**  **Loop 2 HardNut** |  |  |  |  |  |  |  |
| **November 12th** |  |  |  |  |  |  |  |
| **November 19th** |  |  |  |  |  |  |  |
| **November 26th** |  |  |  |  |  |  |  |
| **December 3rd**  **Loop 2 Demoday** |  |  |  |  |  |  |  |
| **December 17th**  **Loop 2 reports** |  |  |  |  |  |  |  |

**Your signatures**

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| \_\_\_\_\_Ferhat\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_Mads\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_Asbjørn\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_Allan\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_Lucas\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |