GROUP CONTRACTS

Why group contracts?

The main purpose of drawing up a group contract is for all group members to agree on the objectives and working methods for the further work within the group. The design of a group contract leads to discussion and reflection on issues that are important for the group's work and well-being. In the work on the group contract, it is important that everyone in the group participates actively and that the different views and wishes of the group members are taken into account in the discussion.

1. Start by individually considering whether or not you agree with the statements below.

The participants in the group should jointly draw up rules of conduct for the group if, for example ,the group is not included in the group. time of hits, attendance/absence, preparation, etc.

**Agree**  Disagrees

* The fact that someone comes unprepared for a group meeting is perceived as an annoyance and a waste of time.

**Agree** Disagrees

* Each team member is responsible for their own exchange. What the others get out of work is their business.

**Agree** Disagrees

* It is important that all team members agree on the common goal of the work.

**Agree** Disagrees

* The talk a lot should give the rest of the group the opportunity to be heard equally , and those who say little should try to participate more actively in the communication.

**Agree** Disagrees

* It is better to tell the group if there is something you do not understand, instead of staying out of the discussion.

**Agree** Disagrees

* We learn cooperation by openly and directly discussing each other's actions in the group.

**Agree** Disagrees

* It is important to respect each other's different opinions, and then to agree on a solution that everyone can stand for.

**Agree** Disagrees

* In the event of absence from a group meeting, it is the absentee's duty to report their absence to the rest of the group before the meeting.

**Agree** Disagrees

* In the event of absence from a group meeting, it is the absentee's duty to find out for himself afterwards what was said during the meeting.

**Agree** Disagrees

1. The group is now jointly reviewing the answers and highlighting any deviations in the positions. Did you think differently? Justify your answers to each other ,but remember that everyone is entitled to their own opinion.

**We all agree on the listed items above and we do not have any cross opinions on it**

1. You will now work together on a group contract (see next page) that will be submitted to the course coordinator . Take help from the questions under each heading of the discussion about what your particular group contract should look like.

GROUP CONTRACTS

Group name/number: Team 2

1. Rules and procedures

Ex.

How is possible absence handled?   
**We record the daily scrum for everyones convenience and everyone has agreed to inform by teams message on our team chat if they will be absent and also will write a short note of their task handover**

What preparation is required for a group meeting?  
for ex. **Only person speaking in the daily scrum will have their mics unmuted, Rest all will be on mute.**

How do we respond to any. differences of opinion?   
 **By mutual discussion and respect.**

How are we going to make decisions within the group?

**Democratically**

1. Roles and division of labour

Ex.

Should each team member have a formal role? **Yes**

About formal roles - should we switch roles at each meeting? **Yes , when we agree to**

What roles are needed – convener, chairman, secretary, document manager, etc.? How do we get a fair division of labour?

**Scrum master , Tester.**

1. Communication

Ex.

How are we supposed to communicate between the meetings? **Teams meeting chat and Discord for meeting and presentaions**

Do we need to be someone's contact information? **Yes we need email-ds**

How should we communicate with the teacher if questions and concerns arise?  **The Scrum Master will reach out through Teams.**

1. Other

Ex.

What are the acceptable reasons for absence? **Sick Kids and personal emergencies.**

How should we act if someone fails to attend a meeting or mishandles their duties? Help the affected team member , if not then escalate to teacher.  
  
How should we work to create a pleasant climate? Respect each others opinion

This contract has been drawn up / 20\_\_ by the following group members:

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