Group “contract” MA8701

When a group has been established the group members will meet to decide on how the group work will be conducted, and how potential conflict should be avoided.

The group COPIES this file, **makes any changes that you want to make**, fills in for each item, signs the form and sends by email to [Mette.Langaas@ntnu.no](mailto:Mette.Langaas@ntnu.no)

**1) Give the group a name.**

**2) Group roles**

(Who is the leader of the group. What are the other roles and responsibilities in the group (for each responsibility link to name: code, write, test, plot, repo, ...). How is the work decided between the members?)

**3) Meetings and work within meetings**

(Elaborate on time for meetings, how to inform about absence, how to decide what to do

from one meeting to the next.)

**4) Finishing and handing in the project**

(Define who will write each section, check code, make plots, hand in the final files.)

If the work is split-up into work packages, it is expected that individual contributions meet the targets which have been discussed in meetings and are delivered in time. If problems with the result or the timing occur, the group partners must be informed transparently and as soon as possible.

To ensure a qualitative group work, the individual contributions must coincide with the individual task that has been assigned during a meeting. If the task involves coding, the implementation is expected to work properly and produce the expected results – in case of troubles, again, inform in the group partners, but do not deliver irrelevant lines without notification. The code should follow the clean coding principles, i.e. telling variable names, clear comments, meaningful visualization. If the task involves reporting, it is expected to describe the task, the method and the results in an appropriate way, i.e. formal language, clean mathematical notation and adequate level of details.

**5) Decide on how you plan to handle potential conflicts**

Suggestions:

* if a group member doesn´t contribute to the work send a written warning to the member (cc to the lecturer). This must be done before 30% of the work is left. All other members must agree and sign the written warning.
* If the group member after the written warning still doesn´t contribute, the other members can send a resignation letter to the student (cc to the lecturer).
* If a group member does all the work alone without help from the group this group member can send a warning to the rest of the group and if this is not getting better the member may resign from the group (cc to the lecturer).

**6) Communication**

(How will the group communicate? email, teams, slack, github issues, etc. How to ensure a good working climate? How to address potential problems before they become real problems.)

**Signature from group members**