

Group Constitution

Team/Group Constitution

- The constitution deal with:
 - the rights, powers and obligations of all people involved in the group.
 - Sets out clear guidelines as to what conduct and behavior is acceptable and what is unacceptable.
- The constitution cannot extend the legal capacity, rights, powers and privileges that the group would otherwise have.

Difficulties When Working as a Team

- The biggest problem hindering group progress is miscommunication. E.g.:
 - What is required?
 - Who is responsible?
 - What do we do in given situations?
- Another problem is conflicting expectations.
 - What do we expect to accomplish as the project proceeds?
 - What are team members responsibilities and commitments?

Group Constitution Contents

- Establish common goals and standards for the project team.
 - A brief statement of the goals of the group.
 - What do we wish to accomplish? Example (As a university student): To work industrious and diligent to accomplish the requirements of the course
 - Like "Statement of Purpose," but for group not project.
 - What is the format of documents?
 - What tools will be used?
 - Documents, assignments, working disks:
 - Where will they be stored ?
 - Who will have access?
 - Back up procedures?
 - How do we contact each other?
 - phone numbers, email addresses, etc.
 - Discussions with instructors and clients should always be done as a group.

Roles

- In each group, members will play different roles, each with different responsibilities.
- Leader
 - Responsible for calling meetings, coordinating work, getting assignments in on time.
 - Breaks a deadlock (when voting).
 - Responsible for smooth flow of meetings.
 - Not a dictator!
- Scribe
 - Responsible for recording decisions.
 - Records work assigned and completed.
- Standards person
 - Makes sure the group is following the standards set for the project.
- QA (Quality Assurance)
 - Make sure the artifacts and products' quality are satisfied.
- Etc.
 - As needed