

Tutorial Class Group:

Team Ground Rules Contract Form

Adapted from a form developed by Dr. Deborah Allen, University of Delaware and additional guidelines suggested by Stein & Hurd (2000, pp. 51-53)

Project teams are an effective aid to learning, but to work best they require that all team members clearly understand their responsibilities to one another. These project team ground rules describe the general responsibilities of every member to the team. You can adopt additional ground rules if your team believes they are needed. Your signature on this contract form signifies your commitment to adhere to these rules and expectations.

All group members agree to:

Attendance & Lateness

- Meet online once a week on Thursdays/Fridays, for 1.5-2hrs
- When someone is medically unfit, they are able to miss a meeting
- We will communicate any messages on our telegram group chat at least 3hr in advance.

Norms

- Listen attentively to everyone opinions without judgement and be open-minded to feedbacks
- We will talk it out if there are inappropriate behaviours
- our roles will be determined through our strengths while ensuring equal division of work
- We will talk it out if any problems arises in our group
- Everybody will take turns to discuss and say their inputs to ensure everyone have a part in the project
- we will use our telegram chat to monitor

Decision Making

- We will encourage participation by making sure everyone have a turn to speak
- Information will be shared through our telegram chat
- Decisions will be made through open discussion and majority agreement
- Major project decisions, such as choosing topic to focus on, must be made by all

Interruptions

- when there are interruptions, we would come up with solutions to minimise it. Such as giving everyone a space for them to talk without interruption or if it's an urgent matter, we will understand the situation.
- Messages are allowed, in the case of very urgent matter, phone calls will also be allowed

Others

If a member of the project team repeatedly fails to meet these ground rules, other members of the team are expected to take the following actions:

Step 1: (fill in this step with your group)

Set aside a time to talk to him/her as a team and discuss how we can minimise it.

If not resolved:

Step 2: Bring the issue to the attention of your tutor.

If not resolved:

Step 3: Meet as a team with your tutor.

Your tutor reserves the right to make the final decisions to resolve difficulties that arise within the groups. Before this becomes necessary, your tutor will try to find a fair and equitable solution to the problem.

Member's Signatures:

Team Number: □ □ □

5

□

1. □ □

Zain

2. □ □

Dr

3. □ □ □ □

LS

4. □ □

1/11

5. □ □

SK

Team objectives:

- We want to understand the components learned in the marketing course and not be Afraid to ask any questions so that we can apply it in our project and achieve an 'A' grade
- we will finish our projects at least half a week earlier before it's deadline
- Take additional time off our free time to meet to work on our projects, if necessary
- Use the rubrics to ensure that everything is answered and reached the 'substantially developed' portion
- our individual goals = everybody's goal

Milestones:

<u>Milestone</u>	<u>Description</u>	<u>Due</u>
Finalise the business idea	Find an idea that the group agrees on	Week 4 Monday
Division of labour	Review according to areas needed to cover for the presentation: <ul style="list-style-type: none">• Market analysis of the focal industry in Singapore• Appropriate market segments to target• Brief description of product + mock-ups	Week 4 Thursday
Review individual parts as a collective	Initial meeting to ensure that the outline is something the group agrees on, that everyone is on track	Week 5 Monday
Review final presentation	Dry run and final practice before the actual presentation	Week 5 Thursday
Proposal Slides Deck Report	Finished slides for proposal presentation	Week 6 Monday 830am
Review feedback from presentation	Consolidate and understand the feedbacks given and improve on it	Week 8 Thursday
Correct individual parts	Give each other feedbacks for improvements as well as find out what we are missing	Week 9 Thursday
Review individual parts as a collective	Come together and discuss on each parts to make sure all ends meet, final dry run	Week 10 Thursday
Final Slides Deck Report	Finished slides for full marketing plan	Week 11 Monday 830am

Deliverables:

Milestone 1 (Weeks 03–04)

- Submit Team Objectives, Deliverables, and Milestones by Week 04

Milestone 2 (Week 05)

- Submit Reflection Journal (individual)

Milestone 3 (Weeks 05–06)

- Submit Proposal Slide Deck Report before tutorial
- Present Proposal Oral Presentation (10 mins + 5 mins Q&A)

Milestone 4 (Weeks 07–11)

- Submit Marketing Plan Slide Deck Report before tutorial (Week 11)
- Oral Presentation (Week 11 or 12, 25 mins + 10 mins Q&A)

Milestone 5 (Weeks 10 & 13)

- Week 10: Draft social media content (team, in-tutorial workshop)
- Week 13: Final Social Media Marketing Content submission (individual)

Milestone 6 (Weeks 04–12)

- Attendance credit for 3 experiments OR written critique submission (due Week 12, 7 Nov)

Milestone 7 (Weeks 03–13)

- Participation grade (ongoing throughout tutorials)