

AGREEMENTS

Agreements for Face-to-Face Classes:

- Respect each member's time and space: Arrive on time to meetings and respect the time allotted for group work.
- Active participation: Contribute ideas, opinions and suggestions during the discussions. Foster an environment where everyone feels comfortable sharing their thoughts.
- Equitable distribution of tasks: Assign responsibilities fairly, considering individual strengths and preferences. Avoid having one person do most of the work.
- Open communication: Respond in a timely manner to the email or WhatsApp group and share relevant information and keep everyone updated on progress (it is proposed to create a Notion)
- Joint review: Before finishing a task, review it as a group to detect possible errors or improvements. Take advantage of the diversity of perspectives to enrich the work.

Agreements for Self-Employment:

- Individual planning: Set personal goals and deadlines for completing tasks. Organize study or work time effectively.

Agreement for Cases of Absence in In-Person Classes:

In the event that a group member is unable to attend a scheduled face-to-face class or meeting, the following is agreed upon:

- Advance communication: The absent member agrees to inform the group as soon as possible about his inability to attend the class or meeting.

- Share relevant material: If the absent member was assigned a task or responsibility for the class or meeting, they agree to share their contributions or materials with the group before the scheduled time.

- Reassignment of homework if necessary: If the absence results in an unfulfilled task or responsibility, the group agrees to reassign the homework fairly and equitably among the remaining members and if there is any work due in class, the member is left for out of delivery. If non-compliance with group work classes or delivery of work is recurring, after the third offense, the member is left out of the group.

TO TAKE INTO ACCOUNT:

If any member does not respond to messages, does not attend meetings and does not show interest in the success of the team, the member, after a warning, after the third offense, by general agreement of the group members, is left out of the group. same. (applies to meetings, prompt response to chat, class work sessions, exhibitions and face-to-face meetings).