

## Group Contract

Group Name (optional):	<b>Group 1</b>	Date: <b>30.06.2022</b>
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These are the terms of group conduct and cooperation that we agree on as a team.  
On the following topics we agree to...

### Participation:

- Attend all meetings, or let the group know if you can't if you can't.
- Participate actively in group conversations and make use of constructive criticism
- Equalize workload
- Start reports early

### Communication:

- Be truthful
- English as the common language
- Proactive prevention
- In situations of dispute, be prepared to communicate and bargain
- Keep the group informed about changes regarding scheduling of project work

### Meetings:

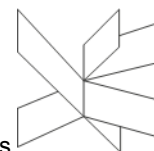
- Be on time or let the group know if you're going to be late
- Focus on the meeting
- Be vocal about your opinion
- Ask for help on time
- Most of the sessions will take place online because group members can be on vacation.

### Conduct:

- Respect each other's time and effort
- Everyone need to be able to express their opinions without worrying about criticism

### Conflict:

- Before involving the supervisors, let's try to peacefully resolve it within ourselves
- No one benefits from defending oneself or pointing the finger at others.



### Deadlines

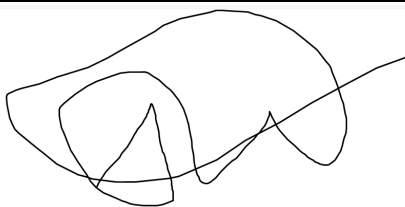
- Set realistic goals
- Do our best to stick to deadlines
- Know our personal limits so we can finish what we take responsibility for

### Consequences:

- A verbal warning in the color yellow is provided when a group contract is broken, such as missing a deadline or missing an absence without prior notice
- A third yellow color necessitates a group meeting to examine the issue and determine whether we should report the incident to a supervisor to perhaps expel a group member.

### Project Work Weeks:

- Expect a full time workload even if it's in the summer break
- Occasionally take breaks to prevent burnout
- Agree on project hours

Group member's name	Student number	Signature
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