Group commitments for CO510[†]
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Effective group functioning requires that group members quickly develop a high level of confidence that the other members of their group will contribute a fair share to the collaborative endeavour. This is greatly enhanced by making explicit the expected level of commitment and performance. An effective way to do this is to develop a team contract. We consider the following guidelines to be a minimal set of commitments that we expect each student to uphold:

- To meet at least once per week with your group at a regularly scheduled time. Never to leave a meeting without knowing when and where the next meeting will be. A well-run group will maintain the equivalents of agendas and minutes which include details of the next meeting.

- To inform your group members well in advance when you know you will be unable to attend a meeting.

- To take responsibility for contacting your group after a missed group meeting to determine what was discussed and what are your new responsibilities for the upcoming week. Group minutes support catch-up when needed.

- To provide timely information to a group member who has missed a group meeting concerning the missed meeting and the group member's new responsibilities. Group minutes support catch-up when needed.

- To contact the module convener immediately if any group member misses more than two meetings. In cases of persistent, unreasonable absence, the card system should be used.

- To read e-mail at least once per day, Monday through Saturday, and to respond to any issues, questions, or requests from group members. Sunday can be taken as a legitimate day to not be in contact, though some other day (such as Saturday)

[†] This document is a revised version of the Group Commitments document used on CO334.

might be taken as the day off—please negotiate this among yourselves being sensitive of one another's religious and personal beliefs and practices. Note that, by default, e-mail should be sent to everyone's University of Kent account; if a member would like group members to send e-mail to any other account, this should be documented.

- To make a good faith effort to meet with your group on an ad-hoc basis as needed.

- To treat other group members with respect in speech and manner so as to create an environment conducive to learning. Being friends with, or liking, other group members is not the objective of this group experience, though it may enhance it. The objective is to work effectively as a group regardless of any personal feelings you may have to other group members.

- To commit to perform a fair share of the group tasks on an individual basis.

- To carry out your work commitments in a timely manner and to inform the other group members when this is not possible.

- To hold your group members accountable for their work commitments, both in terms of quality and quantity.

For CO510 group work, please develop – and review and revise – a team contract for your work. You may take the commitments in this document as a basis if you wish, but you will likely need more (and different) documents to cover your particular needs. Agree within the group: a task-timeline, a sense of priorities, a set of roles (and role expectations), some methods for managing information, and strategies for collating and completing written work and other deliverables.