**Rights and Responsibilities Contract for Project Teams**

**Hydrologic Data Analysis, fall 2019**

Please review this document with your team and make the requested edits. Fixed text can also be edited by team members if all members agree to the edits.

* You have the responsibility to be an active participant in the group process. And you have the right to expect active participation from other group members.
* You have the right to expect that group members to listen to you respectfully and you have the responsibility to listen to all group members respectfully.
* You have the right and responsibility to select meeting times and locations that are convenient for all members. At least one weekly meeting must be scheduled and may take place either in person or virtually.

*Meeting time(s): Thursday mornings at 9am*

*Meeting location(s): 1104 GH Computer Lab*

* You have the right to expect group meetings to begin and end promptly and that the group will follow an agenda that outlines the tasks it expects to accomplish during the meeting. You have the responsibility to help the group fulfill these expectations by being to meetings on time and helping the group develop and follow the agenda.
* You have the right to ask group members to limit the amount of time devoted to socialization or the discussion of extraneous topics. You have the responsibility not to engage in excessive socialization or to bring up extraneous topics. You have the responsibility to help the group stay on task.
* You have the right to contribute to the formation of group goals, the dividing of the work among group members, and the setting of deadlines.

*How will group goals be decided?*

* We have to agree on it, by a ¾ majority

*How will work be divided?*

* Our work will be divided based on skill and interest
* We will contribute equally

*How will deadlines be set?*

* Weekly check-ins and to-do lists that we will review each week
* We will manage our project in weekly chunks
* You have the right to expect feedback from the group on work you complete for the group and you have the responsibility to provide constructive feedback on the work of other group members.

*How will feedback be provided and recorded? (must be written)*

* At the beginning of each weekly meeting, we will share what our tasks were from the previous week and share what we accomplished, what questions we still have, and where we are stuck. This time will give us the opportunity to hear updates from our team members and help them with any problems
* Once a week, we will also look at one other team member’s code and do a brief skim to make sure there are no glaring errors in their analysis thus far.
* We will record feedback by adding comments (either with # or with >) and we can take notes during our feedback sessions/weekly update meetings.
* We will also list out our commented lines in the commit message.
* You have the right to participate in a group that works cooperative and handles disagreements constructively.

*How will disagreements be handled? We recommend having a written record of disagreements and a method for addressing disagreements among the team members.*

* In a respectful manner.
* We will try to come to an agreement with each other (all members should be present) during class, and if it is not settled by the end of the class/meeting, we will write it down and pick it back up again at the next meeting
* We will bring in Kateri or Cathy if conflict arises that we cannot solve.
* You have the right to expect all group members to do their fair share of the work, and you have the right to confront group members who are not doing their fair share. You have the responsibility to complete the work assigned to you.

*How will your team handle the situation of a team member not fulfilling expectations? We recommend implementing a multi-step system that may involve an informal check-in, a formal discussion with the entire team (in writing), and a formal discussion with the entire team and instructors. Underperforming team members should be given a chance to improve their work before consequences are implemented.*

* Our weekly check-ins will provide us with an opportunity to notice whether anybody is falling behind on work.
* We will make sure that the task wasn’t too big, re-evaluate whether the task can be completed by the team member.
* If someone is falling behind, we will politely ask if they need any help.
* If this becomes a recurring issue, then we can have a formal discussion with the entire team and instructors to see what the next step should be. We will ask them to step it up.

*What will be the consequences for an underperforming team member? These consequences may only come into play after the team has checked in and offered a chance to improve, as outlined above. Be specific about which components and how much of the team member’s grade will be affected.*

* If the team member continues to under perform even after the meeting with the instructors, then the other team members will submit the written feedback to Kateri and ask Kateri to adjust their grades according to their actual work quality and performance.
* The rest of the team members will pick up the slack and produce an even better product without them!

Signatures and names of all team members. Your signature indicates your agreement to the terms outlined in this contract.

Name Signature

Name Signature

Name Signature

Name Signature

*This document was adapted from a study group bill of rights developed by D. G. Longman and published in the Teaching Professor, 1992, 6 (7), 5.*