**Group Agreement and Plan**

**Group Members**

|  |  |  |
| --- | --- | --- |
| **Name** | **Contact information** | **Scheduling Information** |
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|  |  |  |
|  |  |  |

**Group name (optional)**

*What will you call yourselves?*

**Group style and roles**

*Who does what and how will you work together? Who will be responsible for submitted deliverables? Who will ask questions on behalf of their group on Canvas discussion boards?*

**Timeline**

*When do you need to make decisions by? When do tasks need to be done by to make sure you submit on time? (Aim to submit BEFORE the deadline to allow for unforeseen circumstances).*

**Communication Plan**

*Decide and document how your group will communicate with each other and collaborate on a regular basis during the project. This could include meeting via Zoom, communicating via a Facebook group, Canvas, using cloud services for shared documents etc. How often and how will you communicate? What are your expectations on others responding to your communications?*

**On-track behaviours**

*What behaviours will result in great group outcomes?*

**Off-track behaviours**

*What behaviours would result in group outcomes that aren’t great?*

**Resolving tensions**

*How will we resolve tensions/off track behaviour as a group?*

**Team Expectations:**

|  |  |
| --- | --- |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |
| **6.** |  |
| **7.** |  |
|  |  |