

# CONTRACT: Group Coursework Agreement

**Module Name: Web Design and Development**

Module Code: 4COSC011W

Group Number: [Group Number]

This agreement establishes the responsibilities of each team member, outlines expectations for collaboration, and provides a system for evaluating contributions. By signing this document, all members agree to actively participate, contribute fairly, and adhere to the group's guidelines for successful completion of the coursework.

## Group Responsibilities

### 1. Group Meetings

- Schedule and hold a minimum of **five meetings** throughout the project (e.g., one per week).
- Use meetings to update progress, allocate tasks, and address challenges.

### 2. Meeting Records

- Maintain a record for each meeting, including:
  - **Date/Time and Method:** Specify whether the meeting was in person, online, or hybrid.
  - **Purpose:** Define the objective of the meeting.
  - **Attendance:** List members present.
  - **Individual Contributions:** Document what each member contributed during the meeting.

### 3. Reporting Non-Contribution

- Notify the **seminar tutor** of any instances of non-attendance or lack of contribution.
- The seminar tutor may impose penalties if a member fails to meet their responsibilities.

## Roles and Responsibilities

Complete in the following table the teams members information next to the role they have been assigned to complete:

Assigned To	Task	Student Name	Student ID
[Student 1]	Splash Screen	Lavan	20241883
[Student 1]	Volunteer		
[Student 2]	Home Page + Template + Nav	Siyath	20241775
[Student 2]	Table		
[Student 3]	Feedback	Anupa	20241759
[Student 3]	Team		
[Student 4]	User Profile	Janani	20241833
[Student 4]	Sitemap		

## Agreement Terms

1. **Responsibilities:** Each member agrees to complete their assigned tasks to the best of their ability and in a timely manner.
2. **Communication:** The group will maintain regular communication to provide updates and address any issues.
3. **Fair Workload:** All members are expected to contribute equitably to group tasks assigned to "All Students."
4. **Conflict Resolution:** Any disputes or concerns will be addressed collaboratively within the group. If unresolved, the module leader will mediate.
5. **Submission:** All tasks must be submitted on time and meet the agreed quality standards.

## Contribution Evaluation

Each team member must rate the contributions of every other team member, including themselves, using the following scale:

**5 = Excellent:** Exceeded expectations.

**4 = Good:** Met expectations.

**3 = Average:** Contributed adequately but could have done more.

**2 = Poor:** Contributed minimally to the project.

**1 = Very Poor:** Made little to no contribution.

Complete the table below, rating each group member (including yourself):

Name	Self Rating	Rating for [Student 1]	Rating for [Student 2]	Rating for [Student 3]	Rating for [Student 4]
[Student 1]					
[Student 2]					
[Student 3]					
[Student 4]	5	5	5	5	5

### Sign the Group Coursework Agreement

Sign by typing your name under signature. By signing below, you confirm that:

- You have read and agree to the terms of this contract.
- You have provided fair and accurate ratings based on contributions.

Name	Signature	Date
[Student 1]	S. Zavan	07/05/2025
[Student 2]	Supath P.	07/05/2025
[Student 3]	Ah	07/05/2025
[Student 4]		07/05/2025