|  |  |  |  |
| --- | --- | --- | --- |
| Contract | Group Name | | **Project Name** |
| **Participants (list group members)** | | | |
| **Communication Rules:** Example (replace with your own):  *We will communicate using email, cell phone, text messages, and face to face meetings. Group members must provide a response to all communications within a 8 hour period. Do not leave message out in the “void”.*  *Example responses to general questions:  “I agree”, “Let’s discuss further”, “I disagree”.* | | | |
| **Attendance Policy:**  Example (replace with your own) *All meetings are mandatory unless otherwise stated. If you are unable to attend a meeting, please call, text, email, or relay face to face. Failure to attend a meeting 3 times without notice is reason for removal from the group.* | | | |
| **Rules for Quality of Work and Conduct  (replace with your own)** *The group will strive to produce high quality work. Assignment quality will be evaluated and accepted by the group on a basis of majority rule.* | | | |
| **Rules for Removal from the Group (replace with your own)** *A member can be removed from the group for the following conditions: 1. Failure to attend group meetings without notice. 2. Failure to reply or communicate in a timely manner (see communication plan) 3. Failure to complete assignments on time. 4. Failure to produce quality work.* | | | |
| **MOU** | | | |
| **Project Goal/Objectives:** | | | |
| **Project Description:** | | | |
| **Scope of Work:** | | | |
| **Major Deliverables:** | | | |
| **Project Timeline:** | | | |
| **Project Group (Including Roles and Responsibilities for each member):** | | | |
| **Open Issues, Assumptions, Risks, or Obstacles:** | | | |
| **Project Start Date** | | Project End Date | |
| Document Prepared By | | **Date Prepared** | |
| **Group Signatures**   |  |  |  | | --- | --- | --- | | **Name** | **Signature** | **Date Signed** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | | | |