**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):*

*Meeting location(s): On campus, likely in Grainger Hall.*

* 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?*

Group goals will be decided collectively. Everyone is expected to both contribute and compromise during idea formation and execution.

*How will work be divided?*

The group will work together to account for both preferences and abilities in dividing work.

*How will deadlines be set?*

We have some external deadlines and deliverables according to the course structure. We will also set internal deadlines to make sure we complete tasks before they are formally due. Since we have deliverables almost every week, we recognize that we may have few internal deadlines.

* 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)*

We will plan to give feedback to one another at each weekly team meeting. Feedback will be recorded in meeting minutes for each meeting and stored in our team github repository.

* 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.*

During the resolution of any disagreements that arise, both parties will be expected to write down what happened in the disagreement and how it was resolved. We have also discussed the need to focus on active listening, empathy, and mutual respect during any disagreements.

* 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.*

Team members will be expected to bring deliverables to our weekly meetings, and this will serve as our time to check in formally about deadlines and work progress. If needed, if a team member is still unable to meet expectations after the weekly meeting, we will have an informal check-in to ask how a team member is doing and if responsibilities need to shift. If a team member still fails to meet expectations after a resolution of adjustment, then we will approach the instructors as mediators.

*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.*

Our team will follow our expectations above and if a team member still fails to meet expectations or fulfill their responsibilities, we will make the course instructors aware, and they will decide the impact on the team member’s grade.

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.*