Group Contract

# Group Responsibilities

The success of a group depends on the contributions and professionalism of each and all of its members. When you join a group, you are throwing your lot in with the group. The group will let each member share in the fruits of its labour and each member should pay the group back by contributing to the group effort.

The group contract lays out the responsibilities and expectations of the group members. It also lays out how responsibilities will be determined, how group members can contact one another, consequences when group members do not meet their responsibilities, giving credit for work done and not giving credit for work which was not done.

This is a template for a contract. You can alter the parts you feel need to be altered. The final contract does need to be approved by the instructor and then signed by all members of the group.

# Contact Information

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| --- | --- | --- | --- |
| Name | Email | Phone (optional) | Social Media |
| Chang Cui | ccui18@myseneca.ca |  | LinkedIn: Chang Cui |
| Lok Yin Tai | ltai5@myseneca.ca |  | LinkedIn: Lok Yin Tai |
| Siu Man Cheng | scheng39@myseneca.ca |  | LinkedIn: Siu Man Cheng |
| Xiaofei Xu | xxu141@myseneca.ca |  | LinkedIn: Xiaofei Xu |
| Xinyang Wu | xwu159@myseneca.ca |  | LinkedIn: Xinyang Wu |
| Ye Tian | ytian62@myseneca.ca |  | LinkedIn: Ye Tian |
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# Professionalism

As a member of this group, I will conduct myself in a professional manner, just as I would in the workplace. I will abide by the decisions of the group and participate in the group activities to the best of my ability. I will strive to be pleasant and treat my fellow group members with respect. Should conflict arise, I will do my best to overcome it and put it behind us.

**INITIALS: CC, LT, SC, XX, XW, YT**

# Group Meetings

All group members agree to meet in the assigned class time.

In addition, they agree to participate in 1 meeting(s) per week outside of class time.

Individual contributions will be completed by Saturday each week and the group submission will be completed by Monday each week.

For the preparation of group submissions, the group will meet every Thursday after class and meeting via MS Teams if required.

**INITIALS: CC, LT, SC, XX, XW, YT**

# Work Distribution

Work will be distributed during a weekly group meeting where members pick the work that they are best equipped to do. Members will make every effort to distribute the work evenly amongst the group members.

**INITIALS: CC, LT, SC, XX, XW, YT**

# Plagiarism

The group will submit only work done by the members of the group. The group will not post their workshops, assignments or other work on the internet or distribute it to others in any other manner.

**INITIALS:**  **CC, LT, SC, XX, XW, YT**

# Consequences

A group member who is often late for meetings or absent shall buy coffee to all group members.

A group member who fails to complete their chosen work on time shall expect a deduction in grading or peer review.

A group member who submits substandard work shall complete the work one day earlier and prepare extra revised version after group review.

If a group member does not pick a fair share of the work, the group shall discuss and rearrange the tasks.

If a group member does not treat their fellow group members with courtesy and respect, the group shall express clear concern and promote respectful behaviors. If situation persists, the group shall escalate to instructor.

**INITIALS: CC, LT, SC, XX, XW, YT**

# Conflict Resolution

In the event there are inter-personal issues within the group or if a member does not meet their commitments, the group shall engage in communication, expectations clarification and find mutually agreeable solutions.

**INITIALS: CC, LT, SC, XX, XW, YT**

# Other Rules

Group members shall strive to respond to group-related communications, such as emails, MS Teams messages in a timely manner to maintain efficient collaboration and decision-making.

**INITIALS: CC, LT, SC, XX, XW, YT**

# Signatures

By signing below, I agree to abide by the group contract.

DATE: 22 June, 2023

Print Name: Chang Cui Signature:

Print Name: Lok Yin Tai Signature:

Print Name: Siu Man Cheng Signature:

Print Name: Xiaofei Xu Signature:

Print Name: Xinyang Wu Signature:

Print Name: Ye Tian Signature: