**Project Group Number:**

Each team is asked to complete a "contract" prior to beginning the group portion of their Comets to the Core project.

Please complete the following form (as a group) to identify the expectations, roles, and responsibilities that you and your teammates have for one another as you work together on this project.

**Ground Rules:** Participants are expected to participate and commit to working on the project and finishing the work they have chosen and/or have been assigned. Participants will also be expected to check communications frequently in order to receive key information and be aware for when meetings are set. Participants are expected to try their best to attend meeting and work on the project, however if for some reason they are not able to, the rest of the group will make decisions based on their actions.

|  |  |
| --- | --- |
| **How will your group…** | |
| Make decisions? (Majority vote, consensus, other) |  |
| Resolve conflicts? |  |
| Conduct meetings? (Where/when/how often) |  |
| Communicate? (text, Email, eLearning, GroupMe) |  |
| Make and follow a plan for meetings? |  |
| Deal with an absent member? |  |
| Deal with a non-participating member? |  |
| **What is your groups' expected…** | |
| Attendance and participation? |  |
| Level of responsibility for assignments, timelines, and deadlines? |  |
| Level of communication? |  |
| Level of commitment to team decisions and tasks? |  |