Group work contract

Overview of the assignment:

Before starting the group work assignment, discuss the following areas together as a group. This exercise will enable you to plan your role/s during the project and may help avoid misunderstandings which could negatively affect the process and even your group’s mark.

# **What is your team goal for this project?**

* *E.g. what skills/knowledge you want to acquire?*

Insert any comments here:

# **Decision making**

* *E.g. how will you make decisions regarding areas such as the tasks assigned to each person? Voting, reaching agreement through discussion, etc? What if you cannot reach an agreement?*

Insert any comments here:

# **Roles in the group**

* *e.g. will the group have a leader?* Outline their responsibilities e.g. making decisions, dividing responsibilities, assigning actions after each meeting

Insert any comments here:

# **Deadlines, planning, timeline etc. \*you are strongly recommended to do this\***

* *e.g. how early do you want to finish the first draft, or when is it expected that group members will finish their own part of the group task?*

Insert any comments here:

# **Dividing responsibility**

* *e.g. will anyone else take specific responsibilities such as arranging meetings or
task-related responsibilities?*

Insert any comments here:

# **Preparation**

* *What happens if group members come to the meeting unprepared?*
* *How do you ensure everyone is clear about their task and completes them before the meeting?*

Insert any comments here:

# **Absences**

* *e.g. do any group members anticipate being unavailable for several days during the group work period? How will you minimise any inconvenience this may cause?*
* *How should members notify others if they are unable to attend any meetings?*
* *Will you record meetings if certain members are unable to attend?*

Insert any comments here:

# **Preferred times**

* *E.g. are there any days on which group members cannot work on the project? Consider part-time work commitments. Which times/days are best for everyone?*

Insert any comments here:

# **Preferred platform for the meetings**

* *e.g. are there any platforms which group members prefer to use for hosting meetings? Zoom or Teams?*

Insert any comments here:

# **Preferred Platform for the sharing files, and discussions**

* *e.g. are there any preferred platforms for file sharing, chat or discussions? e.g. Teams, Canvas, Google Docs, email*

Insert any comments here:

# **Communication tools (if applicable)**

* *E.g. if not covered above, which tools do group members wish to communicate or collaborate with? E.g. WhatsApp, Facebook, Google Docs…*

Insert any comments here:

# **Communication rules:**

* *Be respectful at all times*
* *Avoid using slang, acronyms or abbreviation which may not be known to everyone*
* *Maintain professional language and attitude in group chats*
* *Be mindful of your cultural differences*
* *Ensure to engage and involve all group members in any discussion related to the task*

**add more rules as appropriate:**

Insert any comments here:

# **Conflict management**

*E.g. in the event of a conflict between group members, do all individuals agree to report this to the tutor?*

Insert any comments here:

# **If one member doesn’t follow the above, doesn’t contribute, etc.**

*Consider what course of action the group will take if this happens. Write in group work log, report to tutor, etc.*

Insert any comments here:

# **Group rules**

* *Decide upon 4-6 group rules*

Insert any comments here:

Finally, remember to always treat each other with respect and good luck with your group work!