Group work contract

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.

**Please write or type into each section as appropriate.**

## **Overview of the assignment**

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

*What skills/knowledge do you want to acquire?*

## **Decision making**

*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?*

## **Roles in the group**

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

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

*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?*

## **Dividing responsibility**

*Will anyone else take specific responsibilities such as arranging meetings or
task-related responsibilities?*

## **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?*

## **Absences**

*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?*

## **Preferred times**

*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?*

## **Preferred platform for the meetings**

*Are there any platforms which group members prefer to use for hosting meetings? Zoom or Teams?*

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

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

## **Communication tools (if applicable)**

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

## **Communication rules:**

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

*Add more rules as appropriate:*

## **Conflict management**

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

## **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.*

## **Group rules**

*Decide upon 4-6 group rules*

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