



SAMPLE GROUP CONTRACT

TEAM NAME: High Voltage

Section I: Group Member Information

Selina Kyle Home Phone:

Email:

Eddy Nigma Home Phone :

Email:

Harvey Dent Home Phone :

Email:

Section II: Group Objective

To develop a photovoltaic-powered, water-heating device, capable of effective energy collection and transfer in order to successfully heat the required amount of water.

Section III: Target Numerical Grade

Through analysis of group member ability, determination, and responsibility, the targeted numerical grade has been determined to equal or exceed 90%.

Section IV: Schedule

Course: Classes are held each weekday, beginning promptly at 1:15pm for a duration of 75 minutes.

Facilitator Office Hours: Available during class time.

Member Commitments: It is recognized that members of the group have prior, time-consuming commitments. These responsibilities are considered throughout the group effort; however, they will not be permitted to be used as habitual justification for incomplete work.

* Table found on page 2 of Group Contract *

<i>Member</i>	<i>Role</i>	<i>Responsibilities</i>	<i>Commitment</i>	<i>Duration</i>
Selina Kyle	Project Leader:	This student is in charge of organizing the final product of the project by clarifying the aims of the group	Courses (Calculus)	Classes daily
			Work, part-time	20hrs/week
			Hockey, practice & games	7hrs/week
Eddy Nigma	Note-taker	This person takes notes whenever the group meets and keeps a record track of what has been decided and all group activities	Courses (Environment/Calculus)	Classes daily
			Work, part-time	15hrs/week
			University Applications/Entry Tests/Scholarships	4hrs/week
Harvey Dent	Time-keeper	This person keeps track of time during meetings to avoid spending excessive time on one topic	Courses (Chemistry/Biology)	Classes daily
			Piano, lessons	5hrs/week
			Church, choir	2hrs/week

Other Roles:

Encourager: This student gets discussion moving and keeps it moving, often by asking the other group members questions, sometimes about what they've just been saying.

Devil's Advocate: This person ensures that all arguments from individual members have been heard, and looks for holes in the group's decision-making process, in case there is something overlooked.

Quality Control Person: This student double-checks every detail to make sure errors have not been made and searches for aspects of the work that need more attention.

Section V: Meetings & Debriefings

Team meetings will be held during the beginning ten minutes of each class. During each meeting, previous work completed will be collected and discussed. Any collected documents will be uploaded and stored in the team Wiki. Proceeding this collection, the group will outline the present day's tasks and record these duties in online Personal To Do Lists. Concluding the class, the team will meet for a debriefing for an approximate five minutes. At this time, any completed tasks will be recorded and discussed while pending tasks will be assigned to be completed at the beginning of the following class. For exceptions and special circumstances, see

Section VI: Expectations & Responsibilities

Each group member is expected to maintain a punctual attendance to each class period. During each class, a positive, optimistic, and encouraging attitude is expected. Concepts and ideas will be discussed in a non-judgmental manner. Each member is required to accept tasks and is responsible for their timely completion. These tasks will be distributed in an equitable manner according to difficulty, time-consumption, and availability. It is expected that the assignment and completion of tasks will be personally recorded by those responsible. This information will be posted in the online group forum where it is available to be viewed by other group members. In addition to daily information being posted online, each group member is responsible for the posting and distribution of their conducted research on the team Wiki. All team members are expected to add to the group in

a constructive fashion, assisting in problem-solving and decision-making in addition to work culmination and project development. Conclusively, each member is required to dedicate their best effort toward the project in a respectful, open-minded, and honest manner.

Section VII: Procedures & Conflict Resolution

- A In the event of absenteeism, group members are responsible for obtaining the required material. Possible sources include the facilitator, other group members, team Wiki, classroom folders, and online database. If possible, absent members are responsible for uploading their information online to share with the remaining members of the group.
- B Although personal tasks are required to be completed by the assigned date, it is recognized that external circumstances influence strict promptness. These prior commitments and external needs will be possible extenuating circumstances in the event of incomplete work. Nevertheless, within reasonable effort, all work is expected to be completed promptly as members are held accountable for completion of their tasks.
- C Decisions will be made as a collaborative effort with the inclusion of all group members. The opinion, viewpoint, and thought of all members will be consciously considered upon the formation of a decision. Dismissing this procedure will be displayed in the peer evaluation form.
- D With regard to formal work to be delivered to the facilitator, each member is responsible for their individual personal tasks. All group members will, however, be permitted to review the work of all other members. This reviewing procedure includes suggestive editing; nevertheless, the author may choose to disregard any suggestions.
- E Any conflict between group members will be dealt with in a mature manner. Through analysis of the situation and its circumstances, the most open-minded and justified decision will be formed by all members of the group. If a resolution to a predicament cannot be organized by the group members, the facilitator will be informed of the situation. Defiance of this procedure will be reflected through the peer-evaluation form.
- F A self evaluation form will be completed upon culmination of the project. This evaluation will summarize your role in the team and any difficulties you encountered. You will also need to explain how you overcame these difficulties to complete your task. You should also discuss what you learned from this project and your contribution to the final product. Your thoughts will only be shared with the facilitator.

Section VIII: Signatures

The following members of the group hereby declare their allegiance to the aforementioned terms, conditions, and responsibilities.

Selina Kyle

Eddy Nigma

Harvey Dent

Date

Date

Date