

Group contract

The main purpose of a group contract is to discuss within the group how you would like to work with each other and the goals you have for the work that is to be done. It is to be considered a live document that can be changed as the group work evolves.

Project Group:

1. Routines

(How often should the group meet? How long should meetings be? When – during which hours of the day (mornings, afternoons, evenings)? What reasons for not attending meetings are acceptable?)

2. Communication within the group

(How will you communicate between meetings? How should the group act if someone does not show up for a meeting? How will coordination and reporting be done within the group?)

3. Absence

(When should absence be communicated? What happens if someone is absent? Should absence be compensated somehow?)

4. Roles within the group

(Should everyone have a specific formal role within the group? If yes, which roles are needed?)

5. Decision-making

(How will the group decide what should be done? Decision by majority or decision by consensus? How do you deal with disagreement?)

6. Work effort

(To avoid misunderstandings and irritation it is a good idea to clarify how much effort you want to put into the project. How much can you ask from each other?)

7. Responsibilities

(How should the group handle if someone does not pull their weight? How much of the work should be done between meetings?)

8. Conflicts

(What will you do to resolve eventual conflicts?)

9. What happens if group contract is not followed?

(Tell each other how you would like to be reminded of agreements in this contract. This is important, since it helps the group members give and take critique during the process.)

Signatures: