

SRA 111 Semester Group Project Team Contract

[Students are encouraged to use as much of this contract as desired, but must replace ALL colored text with specific team wording using black font]

Team Name: **Team Number/Name**

Course/ Section: **Course/Section**

Team Membership: List three to five member names, including PSU email ID

Note: List one "Team Leader" in first row who will:

- Be responsible for managing the group project, beginning with a communication plan, topic selection and responsibility matrix. Creating a communication plan may be as simple as coordinating email or an ANGEL group. The leader will also schedule meetings (live or virtual) and mediate member performance.
- Act as primary liaison with instructors, including posting milestones to ANGEL Dropboxes (one submission per team). Note that all members should feel free to meet with the instructor, however!

Name (Print)	Primary Means of Contact Information (email, cell, etc.)
1. Team Leader:	
2.	
3.	
4.	
5.	

Code of Conduct - Three-Strike Policy

The Code of Conduct should help your team understand the degree of professionalism that is expected throughout the project length. This also includes a warning system that can be used with members not complying with contract.

Examples:

As a project team, we will:

- Not tolerate rudeness. If someone's behavior is interfering with the group's progress, it will be discussed at a group meeting. If it does not improve, the instructors will be notified.
- Share the burden of the project equally with minimal conflicts, achieve academic excellence, exceed our teacher's expectations, improve our group communication and time management skills, and expand our knowledge through problem based learning so we will be prepared for our future careers.
- Avoid scheduling meetings during student commitments that we have been notified of in advance
- Warn any member failing to comply by writing to the email address listed above stating 1) details of the violation, and 2) expected remediation actions. Any second warning will be copied to the instructor. If necessary, a **third warning** (no later than **Week13**) will be copied to the instructor and notify the student of termination from the group for repeated non-compliance with policies.

Participation

All group members should expect to participate. How is your group planning on getting everyone to participate in the project and meetings?

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Examples:

We will:

- Inform fellow group members of contributions not meeting our expectations. If improvements are not made, class participation points will be deducted and the member will be expected to pick up the tab at group dinners. They will also be expected to turn in the next assignment a few days early.
- Agree to make every effort to attend each meeting. One absence is accepted, but missed work must be made up by the next meeting and the absent group member must contact another member to find out what he/she missed. Missing numerous meetings will be reflected in the group participation grade. If you know you will miss a meeting, talk with team leader to discuss what you can do beforehand that will assist in the group's future efforts.

Division of Work

Deadlines and standards should be created by each team so ensure an equal workload for everyone involved.

Examples:

We will:

- Work should be divided roughly equally. NO one person should complete an entire assignment.
- Set time constraints for assignments and draft deadlines before the final due date.
- A log should be kept of who do what for each assignment throughout the semester (including being late to or missing meetings, part of assignments, etc.)

Communication

Each team must come up with ways in which they will communicate with one another whether it be through email, aim, skype, or face-to-face. One may also want to discuss document sharing sites such as Gmail which may make group collaboration more efficient.

Examples:

We will:

- Use email or messaging for casual communication, but use face-to-face meetings for more important group decisions
- Use Gmail Docs for discussing "Final Deliverables" but meet with team to compile the documents.
- Post all documents in a shared community folder such as group area in Angel

Meeting Guidelines

Your team may want to determine a location and time for weekly or bi-weekly meetings.

Examples:

We will:

- Set a time and location for meetings
- Expect team leader to conduct the meeting
- Have someone in charge of "meeting minutes" (i.e. who is responsible for next steps, by when)
- Expect everyone to participate in discussion or choose a topic for each meeting
- Expect members to share conflicts as soon as possible to better enable meeting scheduling