# Group Contract for Group [X], [Course Name]

# Background

The main purpose of establishing a group contract is for everyone in the group to agree on goals and working methods for the continued work together. The preparation of a group contract leads to discussion and reflection on issues that are important for the group's work and well-being. When designing the group contract, it is important that everyone in the group participates actively and that the views and wishes of all group members are taken into account.

# Instructions

The work on the group contract will begin at a group work workshop. The completed agreement is uploaded to the Submission area *Group agreement* on Blackboard no later than xx/x at xx:xx. One of the group submits.

## Details of the group

Members of the group (first and last names).

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# 1. Basic routines for all groups

1. All members must bring a schedule or calendar to each meeting, or in some other way ensure that the next meeting time and potential activities that may be planned during the meeting can be easily determined.
2. Each group member takes responsibility for sharing the correct contact information for the group
3. At each meeting, someone must write down what has been done, what has been decided and when the next meeting will be. This information should be sent to all participants.
4. In the group, we take advantage of differences and use them for the purpose of the work and the group.

If any group member falls ill during the course or for some other reason is unable to fulfill their part of the group work during any phase, that person should not compensate by taking a larger role in later phases, but the course management should be contacted (immediately) to discuss how to proceed.

# 2. Objectives of group work

Describe the goal of the group work. Discuss and write down what common level of ambition you have at work. Set a common goal to strive for.

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# 3. Collaboration

Describe what collaboration means for your group and what you expect from each other in a functioning collaboration. Reflect and discuss how you can help and encourage each other.

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# 4.a Practical procedures and responsibilities

How do you want to work together? How often will you meet? How long should the meetings be? Are there any special conditions that govern where and when you can have meetings, e.g. that someone commutes or leads training sessions on Thursdays? How much work will you do between meetings? How should the work be distributed in the group?

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# 4.b If we do not follow what we agree on

Discuss what happens if someone does not follow what you have jointly decided in the group. What happens if someone doesn't show up, is late or doesn't communicate with the others in the group?

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# 5. Communication within the group

How will you communicate between meetings? How often does each team member have to check a specific communication channel? How quickly do you expect feedback from each other? What times of the day is it okay to expect responses from other group members?

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# 6. Roles

Should each person in the group have a formal role? Are you going to switch formal roles at every meeting? What roles are needed (e.g. chair, meeting chair, secretary, document manager)?

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# 7. Forms of decision

How should the group agree on what should be done? Should majority decisions apply or should the group try to get everyone to agree on the decision through discussion?

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# 8. Rough planning

What steps do you plan to use in the group work and what elements do you see that could give the group challenges? Make a plan with any timeline or important dates to relate to.

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## 9. Signatures

We have agreed together on the working methods in these documents. Please note that everyone's opinions must be taken into account before signing is made.

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