

# Group Contract

**Important!** The contents of this group contract will be created by all members of a given student task group (that is, a group of students completing an assessment jointly). Please have an open discussion about how to fill in each blank section below. Once you have agreed on the wording, write or type into the blank sections. At this point please request each member to sign and date the contract. Each member shall keep a signed and dated copy of this contract for his/her reference and as evidence that he/she agrees to the group contract.

## Part 1: Name of Group

*In part 1, group members choose any name that defines their task group and distinguishes it from other groups.*

Name of group.....

## Part 2: Names and contact details of members

*In part 2, group members provide details enabling other members to contact them.*

Name .....E-mail.....Phone.....

Name .....E-mail.....Phone.....

Name .....E-mail.....Phone.....

Name .....E-mail.....Phone.....

Name .....E-mail.....Phone.....

## Part 3: Key information

Date of group contract..... Date of group assessment.....

Name of unit/module..... Faculty.....

## Part 4: Group captain

*In part 4, members choose a leader (who is himself/herself a member of the group).*

Name of group captain.....Date elected.....

Election of group captain: majority vote minority vote self-nomination

Can the group captain resign, be unelected or replaced? yes no

If yes, why? .....

Does the group captain have more authority than an ordinary member? yes no

## Part 5: Group meetings

*In part 5, members decide and agree on rules concerning the following: planning of meetings, attendance of meetings, logging of meetings, minutes from meetings, penalties for non-attendance of meetings:*

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**Part 6: Task division**

*In part 6, the group shall agree upon how to divide tasks amongst members, giving each unique responsibility*

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**Part 7: Conflict resolution**

*In part 8, the group members shall agree on how to resolve any disputes, conflicts and/or breaches of contract*

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**Part 9: Signatures and dates**

*In part 9, members make a declaration of to each other: "We as the members of this group hereby sign and date this group contract, which we all agree to":*

Name..... Signature..... Date.....  
Name..... Signature..... Date.....  
Name..... Signature..... Date.....  
Name..... Signature..... Date.....  
Name..... Signature..... Date.....