



Group Contract

Course:

Date:

1. Routines
a. The group is to meet when (days, times and how often):
b. The group is to meet where, in person or digitally:
c. What reasons are ok for cancelling:
d. How often are we to revise and update our contract:

2. Communications within the group
a. We are to communicate, between meetings, via (telephone, social media, other):
b. We make sure that everyone in the group will have their say, by:
c. If communications difficulties arise, then we are to:

The tone, attitude and treatment are to be friendly at all times, at physical meetings as well as on digital platforms. Remember to talk to, not about, each other. At University of Gävle there is zero tolerance for harassments and violations, see the policy on hig.se

3. Documentation and process

a. We are to hand in, what and to whom:

b. What will the process look like for us to get a result, an end product? (Think in terms of sub targets to the goal).

c. This is how we are to document the process, in other words, how we reached our goal:

d. Where do we stand in changing something written by someone else:

4. Responsibility/roles

Roles can be fixed or changing. In our group work we have:

a. Group leader

b. Chariman for the meeting/meetings

c. Secretary/document manager

d. Other

5. Responsibility and consequences

a. We distribute work within the group by:

b. We expect that everyone has done their part until next time we meet. But, if someone has not done their share of work, as agreed upon, then we do this:

c. If someone does not show up to an agreed meeting and have not given notice of their absence, then we do this:

d. Different expectations? What expectations do we have on the outcome/result? What level are we aiming for? Do we agree on that level?

6. Resources

Within this group work we need:

a. Room reservations, who is responsible?

b. In charge of digital meetings, who is responsible for invitations and sending out links?

a. Borrow following literature or similar, who is responsible?

b. Print following material, who is responsible?

Everyones signatures:

Date:

Follow up and eventual revision of contract:

Date: