

Business Project Group Contract

In your group, you will work together to create a contract that will govern your interactions throughout the semester. Be sure to take this process seriously and consider all possibilities. The contract is binding.

The contract must include the following information:

1. The full names of all group members
2. The roles and responsibilities of all group members
3. The expectations of each group member: What must each person do to be considered an effective member of the group?
4. A communication plan (text, Google Drive, Dropbox, a Facebook group, etc.) that explains how your group will stay in contact and be very detailed with the times and days. E.g., Until what time may your group members text or call you? On what days are you not available?
5. A discipline plan that explains what consequences group members will face if they do not live up to expectations. (Note: You may decide to terminate a group member if the person has already received one written or verbal warning. The instructor should receive a copy of all warnings.)
6. Signature blocks: each group member must sign his/her name to the contract and include a date with their signature.
7. Any additional information if you think it is necessary to the contract (it can save you trouble later on!) Make sure there are no loop holes.

Format:

- 1-2 pages maximum
- professional 12 point font (Times New Roman, Verdana, Arial, Calibri)
- single spaced

Questions to Ask:

1. What if one of my group members isn't completing his/her work?
2. What if one of my group members is doing a bad job on his/her work?
3. What if one of my group members isn't attending group meetings?
4. What if one of my group members has a medical/personal emergency?
5. What if one of my group members is consistently late to class or meetings?
6. How do we know when a piece of writing is done?

All group members should sign the contract in ink ("wet signature") for the project portfolio.

One signed original is due in-class and also uploaded to Canvas. Here is a document I made with feedback on a past student contract. Review it to get an idea of what your assignment entails:

http://composingpedagogy.weebly.com/uploads/1/2/0/6/12066478/student_contracts_with_feedback.pdf