GKMR Collective

Members
1. R███████████████████@my.csun.edu/ (8█████████
2. G████████████████████@my.csun.edu/ (8█████████
3. M█████████████████@my.csun.edu/ (4█████████
4. K██████████████@my.csun.edu/ (4█████████

Roles and Responsibilities

1. R███████████ has been appointed group leader, and will be responsible for organizing meetings, updating members of deadlines, and speaking on behalf of GKMR's members.

2. G███████████ has been appointed editor and will responsible for reviewing ar projects before turn in.

3. M████████ has been appointed composer of all power-point and other technological components of group assignments, and will be in charge of editing any visual assignments.

4. K████████ has been appointed as our researcher. He will be responsible for gathering and analyzing information for group assignments.

*In addition to individual roles, group members will represent GKMR Collective by providing ideas, voicing opinions, and developing solutions to problems that may arise.

Communications

Due dates for assignments and other important information will be discussed via text, email, "WhatsApp," and "Snapchat". Group members should primarily contact other group members by text or email. If failure to respond to text or email, "WhatsApp" or "Snapchat" may be utilized to relay a message. Responses to group members should be made within 24 hours. Failure to comply will result in verbal warning (see disciplinary plan for further information). Group leader, Robert Sandoval, will be in charge of communicating when physical group meetings are necessary, as well as important or urgent meetings.

Quality Standards

1. If one member of the group came up with an idea, that person should share the idea with the group.

2. The group members should be supportive to the idea, and may provide what they feel fit to complete the idea.

3. During group meetings, members will give constructive feedback to each other to make improvements for assignments.

Approval Process

1. Assignments will be posted to Google Drive, our Facebook group, and emailed to each member

2. Members will collectively edit any errors made on group projects and documents

3. The group editor will be in charge of making final changes to all documents to be submitted to the professor.

Cancellation of Group Meetings

If a member cannot make a meeting due to any reason.
Notify, ASAP, the group leader, and other members before the meeting starts.

Disciplinary Plan ←

1. If a member fails to complete their portion of the project without prior warning, or valid excuse, termination from group will be the resulting consequence at professor's approval

2.   Missing 1 group meeting; verbal warning by the group leader
        Missing 2 group meetings written warning
        Missing 3 group meetings notify professor for termination approval

3. If effort is not being put into a one person's part the group may collectively come together and determine what we can do to help that person complete their work in a timely manner

4. If a member feels disrespected and uncomfortable about being in or around the group they may ask that the professor remove them from the group

As a member of GKMR Collective, you agree to abide by every section printed here in this contract

X Ro████████   X Gi████████

X M██████i   X Kh████████i
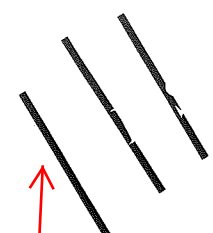
B.A.R.S. Inc. Contract

Group Members:

S█████ █████████████████████████@my.csun.edu

B█████████████@my.csun.edu

R███████████████@my.csun.edu

A███████████████████@my.csun.edu

> This design is simple yet stands out. The added touch of this "bars" logo and "bar" outline takes professionalism to a level up. Plus, these are simple & don't take much time to create. WIN! WIN!

Roles and Responsibilities

- S█████ will be in charge of reminding all group members of upcoming assignment, meetings and due dates.
- B█ will be responsible for creating PowerPoint presentations. He will also keep track of any individual group member's performance issues and will bring up any concerns at the next group meeting.
- R███ will be responsible for reserving group study rooms in the library and will make sure meetings stay on topic.
- A█████ will be responsible for editing and reviewing any grammatical errors. In addition, she will be turning in all group assignments.
- All members will be in charge of collecting research for their own part.

> Notice that the design is different from the first one and that's ok. Go for any design your group likes--as long as you're consistent. Here the subheadings are all underlined and title case.

Communication

All members will communicate as follows:

- Through Cell Phone Group Message
- Email any documents (provided emails)
- Group will meet typically Tuesday around 3:30 in front of Oviatt Library
- Respond to communications by 11pm the next day

Process and Approval

- Process to get work done will be done through Google Drive. Final documents sent via email.
- Group needs to send their work to A█████ by Wednesday afternoon.
- A█████ needs to send back to group for final approval by email by Thursday afternoon.

> But avoid unnecessary gaps in white space like this here.

Cancellation/ Emergency/ Sick-time

- Need to notify group if going to miss class the night before.

- Need to notify group if going to miss meeting by Tuesday 12am the latest
- If sick still responsible for turning in assignments to A███

Disciplinary

Elements for warning

- Turning in work late more than once.
- Failure to turn in work overall.
- Failure to fix mistakes after given feedback by group.
- Missing two classes/ meetings without being notified.

Warnings

- 1st warning: verbal
- 2nd warning: write-up

Termination

After group member has been notified verbally and written warnings, group members will come to a collective decision to terminate the group member from the company and all work that has been put into it.

By signing this I have read and agree to the terms and conditions stated above.

Signatures

PRINT: R███████   DATE: 9-30-16

SIGNATURE: ███████

PRINT: S███████   DATE: 9-30-16

SIGNATURE: ███████

PRINT: B███████   DATE: 9-30-16

SIGNATURE: ███████

PRINT: A███████   DATE: 10-7-16

SIGNATURE: C███████

"Le Château Élite" Contract

Group name: Le Château Élite

Names and Information:
Ki█████████████████████@my.csun.edu ███-███-████)
G████████████████████@my.csun.edu ███-███-████)
A█████████████████@my.csun.edu ████████████)
V█████████████@my.csun.edu ████████████)

Organization and leadership:
Coordinator: V███████████
Chief Editor (Networking and grammar specialist): K███████████
Website Manager: G██████████
Researcher: A██████████

Communication: We will be communicating through a text message group and complete our work through Google Drive; where we will be able to make changes to each other's work as well as give advice/comments.

Quality standards: Our company defines quality work according to the following standards: clear, direct, professional, organized and well-presented work.

Approval Process: In order to approve each document before submission, we will use the following procedure:
- Members will go through the final copy
- Each time there is a change made, the process must start over until no further changes are necessary to add to the final copy.

Cancellation/Emergencies/Sick time: Any teammate who is sick or has any reason to cancel a meeting must notify everyone as soon as possible prior the meeting and should explain the reason for the absence.

Disciplinary Measures: Each member of the group has 3 warnings; if a member does not follow the rules listed within this contract, on the final warning, he or she will be considered for termination. If termination is necessary, it will be determined among the other teammates by a vote.

By signing this document, one agrees to all the terms listed above and vows to work in a cooperative manner with every group member.

K█████████████████████████████

X███████████████████_____ Date:__9/30/16__

G█████████████████████

X████████████_____ Date:__9-30-16__

A█████████████████████

X██████████_____ Date:__09-30-16__

W████████████████

X█████████████_____ Date:__9.30.16__