

## Group contract

A contract is a way of ensuring that all parties in a collaboration have agreed on how to collaborate. The contract states the expectations of the parties and how the process is to be structured in the most efficient manner possible to achieve the desired goals of the group. It is therefore important that when you formulate the contract you are all in agreement and feel that you can fulfil your undertakings as the other parties of the contract expect you to.

When	Where	Preparations

### Meeting structure

Prior to the meeting

During the meeting

After the meeting

<p>How should the group prepare?</p> <p>For example:</p> <ul style="list-style-type: none"> <li>• Submit questions for discussion.</li> <li>• Distribute an agenda prior to the meeting.</li> </ul>	<p>How should the meeting be structured?</p> <p>For example:</p> <ul style="list-style-type: none"> <li>• Elect a chair, minutes taker, etc.</li> <li>• Approve the agenda.</li> </ul>	<p>How can you develop as a group?</p> <p>For example:</p> <ul style="list-style-type: none"> <li>• New division of roles.</li> <li>• Identify evaluation questions to improve collaboration.</li> </ul>
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In order to guarantee that everyone's opinions are expressed during the meeting, we will:

*Consider how, as a group, you can ensure that the opinions of every member are taken into account.*

If someone arrives late or fails to attend, we will deal with the matter as follows:

*Some people find it frustrating when others fail to arrive on time. Discuss within your group how you intend to deal with late arrivals and non-attendance.*

If someone fails to prepare for the meeting as agreed, we will deal with the matter as follows:

*Decide within your group on procedures for dealing with anyone who has failed to prepare for the meeting as agreed.*

If someone fails to contribute to the meeting, we will deal with the matter as follows:

*Discuss within your group how you intend to deal with a situation in which someone fails to contribute to discussions.*

Signatures:

