# Group Contract for Group [X], [Course Name]

# Background

The main purpose of establishing a group contract is for everyone in the group to agree on goals and working methods for the continued work together. The preparation of a group contract leads to discussion and reflection on issues that are important for the group's work and well-being. When designing the group contract, it is important that everyone in the group participates actively and that the views and wishes of all group members are taken into account. Therefore, this is a living document.

## Members of the group (first and last names).

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# 1. What basic routines do we want?

## Suggestion:

* All members must bring a schedule or calendar to each meeting, or in some other way ensure that the next meeting time and potential activities that may be planned during the meeting can be easily determined.
* At each meeting, someone must write notes what has been done, what has been decided and when the next meeting will be. This information should be sent to all participants.
* In the group, we take advantage of differences and use them for the purpose of the work and the group.
* If any group member gets ill during the course or for some other reason is unable to fulfill their part of the group work during any phase, that person should not compensate by taking a larger role in later phases, but the course management should be contacted (immediately) to discuss how to proceed.

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# 2. Objectives of group work

Describe the goal of the group work. Discuss and write down what common level of ambition you have at work. Set a common goal to strive for.

Examples of sub-goals: structure during the work, achieving the goals of the course syllabus, having regular meetings, etc.

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# 3. Collaboration

Describe what collaboration means for your group and what you expect from each other in a functioning collaboration. Reflect and discuss how you can help and encourage each other.

Example: How do we help each other so that everyone takes responsibility for what they have undertaken? How do we give each other feedback? What do we expect from each other?

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# 4.a Practical procedures and responsibilities

How do you want to work together? How often will you meet? How long should the meetings be? Are there any special conditions that govern where and when you can have meetings, e.g. that someone commutes or leads training sessions on Thursdays? How much work will you do between meetings? How should the work be distributed in the group?

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# 4.b If we do not follow what we agree on

Discuss what happens if someone does not follow what you have jointly decided in the group. What happens if someone doesn't show up, is late or doesn't communicate with the others in the group?

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# 5. Communication within the group

How will you communicate between meetings? How often does each team member have to check a specific communication channel? How quickly do you expect feedback from each other? What times of the day is it okay to expect responses from other group members?

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# 6. Responsibilities and roles

How do we distribute the work in the group? Should each person in the group have a formal role? Are you going to switch formal roles at every meeting? What roles are needed (e.g. chairman, meeting chairman, secretary, document manager)?

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# 7. Rough planning

What steps do you plan to use in the group work and what elements do you see that could give the group challenges? Make a plan with any timeline or important dates to relate to.

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# Suggestions for a simple agenda for the group meetings:

* Who is chairman today?
* Who writes notes today?
* What should we focus on today?
* When are we going to have a break?
* When are we going to end today's meeting?

## Before next time:

## When will we have the next meeting?

## What should be done before the next meeting?

## Who does what for next time?