**GROUP CONTRACT FOR THE FIRST GROUP MEETING**

1. **MEMBERS OF THE GROUP**

Make sure everyone in the group has each other´s contact information.

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| **Name** | **Phone** | **Email** |
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1. **GET TO KNOW EACH OTHER**

Tell the group about yourself, for example something you think the others do not already know. Find one or two qualities that everyone in the group has in common. Discuss what kind of work environment you thrive in and what kind of work environment you want to build in this group.

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| Free text: |

1. **THE GROUP’S TASK**

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| Task: |
| This is what we are interested in or wish to study: |
| Objectives of the course (for example grades): |
| Deadlines: |
| Technical appliances (e.g., Google Scholar, Google Drive, RefWorks, Mendeley): |

1. **DIVISION OF WORK**

How do we wish to approach the task? Who does what? Areas of responsibilities? What will we address collectively? Here you can find examples of roles you can have when working together with for example an essay. You can also invent other roles that better suits your task.

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| **Name** | **Area of responsibilities** |
|  | **Text editor**: responsible for keeping the text a high standard throughout the essay.  |
|  | **Theorist**: ensures that the essay has clear hypotheses derived from science theories. |
|  | **Chief analyst**: ensures that the question is answered with an appropriate scientific method and that the essay argues in a credible way for a conclusion.  |
|  | **Head of Research**: bears the main responsibility for the essay having a narrow and interesting issue and that the common thread through the essay is clear.  |
| Tasks we address collectively |

1. **TASKS FOR THE NEXT MEETING**

What should each of us have completed for the next meeting? Ensure all group members have clearly defined tasks. One might not always need a detailed plan of action for completing a task/addressing a problem, but a sensible idea of how to approach the task is necessary.

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| Date and location for the next meeting: |
| Name |  |  |  |  |
| Tasks |  |  |  |  |

1. **GO THROUGH THE FOLLOWING CHECKLIST ON HOW TO HOLD A GROUP MEETING**
2. A chairperson and a secretary are selected.
3. Each member of the group briefly describes the progress of the project since the last meeting. Which tasks are completed? Have problems that need to be addressed collectively arisen?
4. Write a list of issues to be addressed during the meeting.
5. Work through the list. The chairperson ensures that everyone has the opportunity to make themselves heard and contribute with their viewpoints. The chairperson is also responsible for the discussion keeping a serious, appropriate character and staying on topic. Make decisions regarding the issues addressed (e.g., by voting). The responsibility of the secretary is to keep record of the issues addressed and decisions taken at the meeting.
6. Create a list of things that need to be done before your next meeting. Divide the work. What needs to be addressed collectively? When will you meet to discuss this?
7. Let each member in the group shortly express their opinions of the meeting and the functionality of your cooperation.
8. Conclude the official part of the meeting. Agree on a time and place for your next meeting.
9. Reserve time at the end of the meeting, after the official part, for unofficial discussion (gossip and small talk).
10. **DISCUSS GUIDELINES FOR GROUP MEETINGS**
11. How often should our group have meetings? Where do we meet?
12. How do we select chairpersons and secretaries (e.g., rotating system)?
13. How do we ensure that everyone’s viewpoints are taken into consideration? How do we make decisions when disagreements arise.
14. What types of behavior are NOT acceptable at our meetings? Agree on mutual rules regarding inappropriate behavior (e.g., drinking coffee, eating, internet browsing, gaming, taking phone calls). In well-functioning groups, rumor spreading, withholding of information, neglect and scolding is unacceptable behavior.
15. How to act if you are unable to participate? How do you inform the group? How do you submit the completed task for the rest of the group to use? Is the group capable of making decisions without every group member’s presence?
16. How do we keep in touch in between our meetings (e.g., Facebook groups, Whatsapp, Skype, email)?
17. **PERSONAL AMBITIONS AND OBJECTIVES**

Are there differences in ambitions regarding course grades? Speak out about your expectations and accept the fact that they may differ from others’ expectations. Are you able to compromise? Managing the balance between your own and others’ individual needs, as well as the needs of the group as a whole, is an essential quality of a team player.

1. **HOW WOULD I LIKE TO DEVELOP MY TEAM WORK COMPETENCES?**

Each group member writes down for themselves a personal objective for how they wish to improve in regards to their team work competences. (Does not have to be shared with the other group members)

**Example 1:** James finds it difficult expressing his opinions in group contexts. He often becomes quiet and reserved, despite having lots of viewpoints. James’ personal objective could be to clearly express himself in regards to something at every meeting, and even take on the role as chairperson the next meeting.

**Example 2:** Lisa is ambitious and has high student performance standards. She often finds working in a group frustrating as other group members do not put as much effort into the task as herself. In dealing with this, Lisa usually takes on most of the workload herself, and makes extensive changes even to the parts of the task she is not responsible for. She is sick and tired of this. Lisa’s personal objective could be to let other group members share the workload and the responsibility by accepting and valuing their efforts. She could aim at always giving some positive and motivational feedback on the other group members’ accomplishments at every meeting. She could also try putting the group’s needs before her own.