Group Contract

To best prepare your group to work together during this WebQuest, the following contract must be completed and submitted to your teacher.

**Group Members:**

1) _______________________________
2) _______________________________
3) _______________________________
4) _______________________________
5) _______________________________
6) _______________________________
(Use the space to the right of this list if your group has more than 6 students.)

**Group Procedures**

1. Day, time, and place for regular **group meetings** if work outside of class is necessary to complete the WebQuest:

2. Preferred method of **communication** (e.g., e-mail, cell phone, wired phone, face-to-face, in certain class) in order to inform each other of group meetings, announcement, updates, reminders, problems:

3. **Decision-making policy** (by consensus? by majority vote?):

4. Method for setting and following meeting **agendas** (Who will set each agenda? When? How will group members be notified/reminded? Who will be responsible for the group following the agenda during a group meeting? What will be done to keep the group on track during a meeting?):
5. Method of **record keeping** (Who will be responsible for recording & disseminating minutes? How & when will the minutes be disseminated? Where will all agendas & minutes be kept?):

**Group Expectations**

**Work Quality**

1. **Project standards** (What is a realistic level of quality for team presentations, collaborative writing, individual research, preparation of drafts, peer reviews, etc.?):

2. **Strategies** to fulfill these standards:

**Group Participation**

1. Strategies to ensure cooperation and equal distribution of tasks (consider listing each task with the name of the person(s) responsible):

2. Strategies for encouraging/including ideas from all group members (group maintenance):

3. Strategies for keeping on task (task maintenance):

4. Preferences for leadership (informal, formal, individual, shared):

**Personal Accountability**

1. Expected individual attendance, punctuality, and participation at all group meetings (including class time):
2. Expected level of responsibility for fulfilling group assignments, timelines, and deadlines:

3. Expected level of communication with other group members:

4. Expected level of commitment to group decisions and tasks.

**Consequences for Failing to Follow Procedures and Fulfill Expectations**

1. Describe, as a group, you would handle *infractions* of any of the obligations of this contract (at what point will you ask for your teacher to get involved in the group dynamic?):

   a) *I participated in formulating the standards, roles, and procedures as stated in this contract.*
   b) *I understand that I am obligated to abide by these terms and conditions.*
   c) *I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.*

   1) __________________________________________ date ____________________
   2) __________________________________________ date ____________________
   3) __________________________________________ date ____________________
4) __________________________________________ date__________________
5) __________________________________________ date__________________
6) __________________________________________ date__________________
(Use the space below if your group has more than 6 students.)