

# STUDENT PROJECT TOOLKIT

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## Group Charter with Guidelines & Examples

### Group Members

Include group members' preferred and backup choices for communication and list groups' contact information.

Name	Preferred Contact Method	Back-Up Contact Method	Email	WhatsApp/Phone
<b>Kenneth Wong</b>	WhatsApp	Email	<a href="mailto:kwong@my.yorku.ca">kwong@my.yorku.ca</a>	416 927 8951
<b>Genny Logan</b>	Email	WhatsApp	<a href="mailto:glogan@my.yorku.ca">glogan@my.yorku.ca</a>	647 892 7154
<b>Giovanna De Luca</b>	Email	n/a	<a href="mailto:gdeluca@my.yorku.ca">gdeluca@my.yorku.ca</a>	416 852 9221
<b>Anshul Gupta</b>	WhatsApp	Phone	<a href="mailto:agupta@my.yorku.ca">agupta@my.yorku.ca</a>	905 721 4592
<b>Anh Nguyen</b>	WhatsApp	E-mail	<a href="mailto:anguyen@my.yorku.ca">anguyen@my.yorku.ca</a>	416 873 5092

### Goals

#### Questions to Consider:

- What are the group goals for this project?
- How do any project criteria or guidelines (where applicable) help you define these goals?
- What does success look like for your group?

# STUDENT PROJECT TOOLKIT

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## Examples of goals:

- Collaborate to achieve at least a B+ grade on this project
- Negotiate group roles to play to our team's strengths and provide our team members with opportunities to grow and learn

## Ground Rules

These define what group members expect from one another and what norms they agree on relating to behaviours and actions. Below are examples of the types of areas it is important to address and examples of what form they might take.

Area	Principles & Norms <i>All members of the group agree to:</i>
<b>Communication</b>	<ul style="list-style-type: none"><li>- Use WhatsApp as the primary means of contacting each other</li><li>- Respond to messages within 48 hours</li><li>- Use Zoom as preferred platform for real-time group conversations and discussions</li><li>- Speak one at a time and refrain from interrupting others</li><li>- Take turn listening as well as talking</li><li>- Engage in active listening and be open to other points of view</li><li>- Be respectful always and work towards problem solving and constructive dialogue</li><li>- Give everyone a chance to speak</li><li>- Refrain from taking criticism personally</li></ul>

# STUDENT PROJECT TOOLKIT

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<b>Meetings</b>	<ul style="list-style-type: none"><li>- Use Google Docs as the primary means of organizing and sharing documents</li><li>- Be punctual</li><li>- Attend meetings unless there are unavoidable conflicts or events (inform group members if this applies to you)</li><li>- Share and review agendas before all meetings</li><li>- Actively participate in meetings</li><li>- Prepare notes after each meeting</li><li>- Come to meetings prepared</li><li>- Be accountable for action items assigned at group meetings</li></ul>
<b>Deadlines</b>	<ul style="list-style-type: none"><li>- Complete tasks assigned in time for key project deadlines</li><li>- If extenuating circumstances apply, preventing meeting a deadline, communicate this to relevant group members</li></ul>

## Care Statement

Outline here how the team will strive to care for the health of each other and the team as a whole during the project duration:

- We will work together to build an inclusive, supportive and compassionate team dynamic
- We resolve to refrain from aggressive or dominating behaviours
- We work on the assumption we are all committed to the project and its outcomes, so if someone “drops the ball” we will seek to support rather than blame them

## Strategies for realizing these ideals include:

- Team meetings will begin and end with a quick check in to see how we are all doing to raise awareness that we all have pressures beyond the project and that these can impact how we “show up” from day to day
- Each major task will have a primary and secondary leader. This will not only help to ensure the group shares the work but also that there is a backup if the primary lead needs to step back for a time
- We will have regular social activities to have fun doing something together
- We will have a project celebration when we are done!

# STUDENT PROJECT TOOLKIT

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## Group Roles

See also the [Guide to Group Roles & Maximizing Performance](#) in the [Student Guide to Group Work](#)

Group Member	Sample Group Role	Scope of Role
Kenneth Wong	Leader/Facilitator	Has primary responsibility for helping the group set goals and for keeping the group project on track. Facilitates group process by moderating group discussion and checking in with group members. Ensures all group members have a chance to participate, and during disagreements clarifies the arguments and proposes suggestions for resolving disputes.
Genny Logan	Note Taker	Takes notes for group meetings including noting decisions and action items and keeps all necessary records.
Giovanna de Luca	Timekeeper	Keeps meetings on track and ensures agenda items keep to time slots. Reminds group of impending deadlines.
Anshul Gupta	Devil's Advocate	Offers counter arguments or alternative viewpoints and solutions. Remains on guard against "group think" scenarios.
Anh Nguyen	Checker/Editor	Reviews project goals and deliverables and makes sure all pieces have been completed by working closely with group members around all tasks and deliverables.

## Deliverables & Deadlines

Sample Deliverables	Deadline	Lead(s)
Prepare Group Project Proposal	Sept 21 2022	Kenneth Wong
Engage in research and identify and discuss short list of relevant information resources	Oct 15 2022	Anshul Gupta
Conduct a stakeholder analysis	Nov. 1 2022	Anh Nguyen

# STUDENT PROJECT TOOLKIT

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Conduct a project SWOT analysis	Nov. 1 2022	All
Prepare draft slides for group project presentation	Nov. 15 2022	Giovanna de Luca and Genny Logan

## Questions to Consider When Your Group is Making Decisions

- Have all perspectives been considered and articulated in making a decision?
- Are any voices not being heard or represented?
- What might be lost in terms of effective decision making in cases where majority rules?

## Performance Agreement

Considers how the group will address non-performance of what is agreed to. Whatever the group agrees upon should correspond to the impact or gravity of the issues at hand.

## Examples of Elements in a Performance Agreement

### Group Agrees:

- If members cannot meet their obligations, as defined, they need to notify the group in advance.
- In extreme situations, the group will hold a meeting to discuss the issue and may involve the professor or TA to help move toward resolution.

# STUDENT PROJECT TOOLKIT

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## Signatures to the Agreement

Team Member's Name	Team Member's Signature
<b>[If team members cannot add signatures in-person, a group can agree that each member typing their name in the signature section suffices as agreement]</b>	
Kenneth Wong	
Genny Logan	
Giovanna de Luca	
Anshul Gupta	
Anh Nguyen	



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