EECS 281
Group Contract Template

The purpose of the group contract is to describe the modes by which your group will operate. Often, various group members will have different expectations regarding issues of communication, meeting times, etc. It is best to address these expectations early in the project and develop a set of consistent practices that all group members will follow.

Your group contract should be no longer than one page, and have the following content:

Names of Group Members

Modes of Communication
• What is the expected mode of communication (email, phone, cell phone, …)?
• Who will develop group distribution lists?
• What is the maximum expected time for replies to communications?

Meetings
• How many times per week will the group meet?
• Where, when, and for how long?
• Is there a penalty for not attending meetings?

Project Roles
• How will the project be divided among the three group members?
• How will the group keep track of the amount of time each person is putting into the project?

Approach
• As a group, what is your approach to the project? Extreme programming? Individual work, then merge? At what point(s) will the group merge individual efforts?
• What effect does the approach have upon any of the above?

Other issues, as needed
• How might you use the firing policy effectively? How about the quitting policy?
• How will someone who exceeds expectations be rewarded?