Group project agreement

Agree on roles, deadlines and how you will talk before the work starts. Check your course outline for rules on group work and your school's academic integrity policy.

NAME _____ DATE _____

TEAM

- [ ] Course and project: [name] · Due: [date]
- [ ] Members and best contact: [name: contact]
- [ ] Meeting time and place: [when, where or link]

WHO DOES WHAT

- [ ] [name]: [part] · draft due [date]
- [ ] [name]: [part] · draft due [date]
- [ ] [name]: [part] · draft due [date]
- [ ] Editing and final check: [name] · by [date]

HOW WE WORK

- [ ] We reply to messages within: [hours]
- [ ] Shared files live in: [tool and link]
- [ ] All drafts are in by: [days] before the due date
- [ ] Each person cites their own sources the way the course asks
- [ ] If someone misses a deadline: [first a message to them; then we tell the instructor by date]

SIGNED

- [ ] [names and dates]

Replace every [bracket] with your own words.