

**BUS 230: Business and Economics Research and Communication**

**Instructor: James Murray**

**Group Assignment: Contract**

**Fall 2011**

**Learning Objective:** LO6: Develop the ability to work productively with a team on a substantial project.

As a group, write a contract that governs how you will work together with a group that all of the members can agree on. The contract should exactly specify the following,

1. When and where your group will meet every week.
2. Every member of your group should attend all meetings with few exceptions for extraordinary reasons. The contract should specify what procedures should be followed should a member absolutely not be able to come, and what the missing group member can do to make up the contribution to the group work.
3. How group decisions will be made.
4. How conflicts in the group will be resolved?
5. Who free rider problems will be addressed?
6. Carefully describe how the following tasks will be conducted and how they will be assigned (rotate responsibilities? in what order?):
  - (a) *Discussion leader*: Responsibilities should include sending out an agenda prior to each meeting, suggest division of labor, and facilitate group discussions.
  - (b) *Secretary*: Responsibilities should include taking detailed notes of each group meeting, communicating to absent members, and typing up meeting minutes and uploading them to D2L.
  - (c) *Skeptic*: Challenges ideas, even ones that may sound good, in order to make sure all difficulties or drawbacks for an idea are taken into consideration.
  - (d) *Participation coach*: Responsible for making sure everyone in the group is participating and has the opportunity to participate. Make sure no one monopolizes the conversation and everyone participates.