

Group Member Contact Information

Name	Email Address	Phone Number	Best Way to Contact Me

Contract Details

Troubleshooting

What will the group do if someone:

1. Does not complete a task:
2. Misses a meeting:
3. Does not contribute during meetings or discussions (or dominates discussions):
4. Makes rude or insensitive comments:
5. Does not respond to email or phone within ___ hours/days:

Meetings

1. How frequently will we meet?
2. How will we schedule meetings? (e.g., Will we set a regular time or arrange meetings as needed?)
3. When and where will we meet?
4. When is it okay to miss a meeting?
5. What should a group member do if they will be late or miss a meeting?

Decision-Making

1. How will the group make decisions? (e.g., consensus or majority vote)

Technical Questions

1. What format or software will we use to share information and create the document?
2. Does everyone know how to use this tool?

Communication

1. How will we communicate outside meetings?
2. Who will be included in messages? (e.g., Will everyone be copied on all messages?)

Project Tasks and Responsibilities		
Person Responsible	Task	Due Date

Signatures

By signing below, we indicate that we understand our responsibilities and agree to hold ourselves and each other accountable for meeting these commitments.

Participant 1

Participant 2

Participant 3

Participant 4

Participant 5

Participant 6

Participant 7

Participant 8

Date