GROUP CODE OF CONDUCT
Group 4

COMMUNICATION:

Our group agrees to communicate via the WebCT email and group discussions folder on a daily basis. We agree to pose general questions and information through email and to engage in all group work through the group discussions folder.

One group member is in a different time zone posing a problem for coordinating times to participate in synchronous chat sessions. Consequently, we agree to have all our communications about assignments in our group discussion folder.

Group members agree to log on to WebCT on a daily basis to check for messages and updates. All group members usually log on more than once a day; however, we agree to at check in at least once a day.

GROUP ROLES & RESPONSIBILITIES:
Group roles will be divided up as follows:

- Member 1 – Director (guides and starts the project)
- Member 2 – Secretary (collects info & types it up)
- Member 3 – Monitor (does their portion of the project and makes sure everyone is doing their portion)
- Member 4 – Submitter (does their portion and submits the work on time)

All group members agree to work together on all the projects. Furthermore, each group member will ensure that they work with the other group members to get the assignments done.

We will keep these roles for each assignment. If a group member is absent, they will immediately notify the group and the group will divy up their absent members work. We all agree that this may not be necessary; however, measures will be in place, just in case.

GROUP CONFLICTS & RESOLUTIONS:
Our group has agreed that the method for resolving conflicts will be as follows:
1.   Contact the member that has caused the problem.
2.   Notify the group of the problem.
3.   The group members will each notify the individual to determine if they can help.

Conflict Resolution -- We agree that it is o.k. to let everyone in the group know when there are resentments or communications problems arising. We will focus on the behavior of the individual who is causing the problems and how that behavior is affecting our group work performance. We will not say bad things, use harsh words, etc. We will follow a general series of steps to resolve conflict:
1.   I feel (some feeling) when you do (some behavior).
2.   For example, the other day when you (did something specific)

3. Your behavior really affected my ability to complete the project on time or my ability to do something regarding our team's work.
4. Can I count on you to not do that again?

All conflicts will be handled within the group first to avoid any problems. As a last resort, we will contact the instructor. This will <u>only</u> occur if all efforts have been exhausted and we feel that the group is in danger of not completing an assignment.