

General Activity Contract

This contract is to be used for all Activities except the Beam Activity.

- 1) Who is the team leader? _____
- 2) Who is the official recorder of decisions made? _____
- 3) List the main tasks to be performed. Try to identify the strengths and interests of each group member relative to these tasks. Then assign the tasks by writing the names of one or more group members against each task.

Task	Assignee(s)

- 4) Figure out the number of days from the date the Activity will be done until the due date. Fill in the Gantt chart shown below. You may not need all of its rows and columns.

Project step (Assignee)	Day in Project Timeline											
	-1	0	1	2	3	4	5	6	7	8	9	10
Read Activity instructions (All)												
Submit deliverable												

- 5) Report below how you plan to ensure that communication will be maintained, noting the primary means and expected times.

6) What will you do if one or more group members do not carry out their work and do so in a professional and timely manner? For purposes of this Activity, you have been granted the right to impose academic penalties on group members for non-performance. Assume the project is worth “10 points” maximum for each person.

7) Sign and date the agreement by the date the Activity is carried out.

I hereby agree to the terms of this contract. Date _____

Group members (names)	Signatures	

8) Just before the deliverable is submitted, indicate below any mark adjustments made by your group consistent with the performance terms (Clause #6) of your contract.