**MEMBERSHIP ROLES**

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| --- | --- | --- |
| Suggested Roles (You may modify these as needed) | Responsible Member | Contact information  Get school contacts |
| Team Liaison *(Interacts with the teacher on behalf of the team):* |  |  |
| Team Secretary *(Makes sure all the team documentation is in order):* |  |  |
| Team Arbitrator *(Monitors adherence to team rules using the contract / issues warnings):* |  |  |
| Team Monitor *(Check assignments against the rubric, proofreads documents):* |  |  |

**GOALS**

What is the specific goal of this team? (What will this team produce?)

**NORMS, POLICIES, PROCEDURES**

**Norms**

What are your norms for each team member (be on time with work, communicate successes and failures, etc)?

How will your team communicate?

**Group Policies**

*Absence Policy* – What should a team member do when absent from school?

What is your policy for a group member being absent the day of a presentation or when an assignment is due?

*Work Policy* – What happens when a group member does not finish their share of the work or the work is late?

**Group Member Dismissal Procedure**

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| --- |
| **First warning** – a written notification to team member of their offense, necessary changes the team member must make, and a specific date by when these changes must be made. Sra. Oke-Bello is notified of the situation. |
| **Second warning** – Meeting with teacher & Parents are called  (Is the second warning a result of repeat offenses or any offense originally leading to a warning?) |
| **Dismissal from group** –  Upon dismissal, the group member is responsible for completing the project, from scratch. Only his/her original two items may be used (all other work must remain with the group). |

**GROUP SIGNATURES**

|  |  |  |
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| **Group Member** | **Signature** | **Date** |
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**FACILITATOR SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature Date**