

TEAMWORK LEARNING AGREEMENT

Each team leader must submit this learning agreement by 5:00 pm on Friday 18th January 2018 via KEATS.

Module: 7QQMM533 Social Media Marketing

Assignment: Coursework 1 – Group Project (30% of total module grade)

Team number:

Teamwork Mandates

1. All members must sign the teamwork learning agreement at the start of the module;
2. Teamwork requires the scheduling of frequent meetings with one member taking on the role of chairperson (Team leader). Meetings should have minutes taken with clear actions points, responsibilities and deadlines noted. These must be recorded in the Peer Evaluation Document available on KEATS;
3. As good practice, individual team members should keep an individual reflective log noting reflections on tasks, activities, teamwork progress, skills and attitude developments.

Terms of Agreement

As a member of the team you must agree to the following criteria for the duration of the module (from any briefing, until feedback received).

1. Demonstrate professional behaviour at all times with particular emphasis on time management and organisation;
2. Maintain professional and unbiased relationships within the team;
3. Adhere to the agreed methods of communication;
4. All team members agree to meet the timescales for allocated work and complete action points agreed at team meetings;
5. All issues such as the allocation of tasks, completion of assigned activities or the meeting of deadlines, are to be resolved in a positive and timely manner;
6. All members participate in all team activities associated with the project. Failure to attend team meetings without prior agreement is deemed a breach of the team agreement. Personal issues affecting an individual's participation must be brought to the attention of the module leader at the first opportunity.
7. Insert up to 2 additional points agreed by the team
8. Insert up to 2 additional points agreed by the team

Please note the following:

- Inform the module leader as soon as possible if: (1) a team member misses two or more meetings and the absence is not adequately justified; (2) a team member does not contribute as agreed during team meetings. Please note that no complaints will be accepted in the two weeks prior to the submission of the assignment. Students are advised to act promptly;
- Team members who do not attend meetings or do not contribute adequately will be excluded from the group and will be required to complete this coursework individually. The final decision rests with the module leader;

I have read the terms of the agreement for the completion of this work. As a member of the team I agree to be bound by its terms and conditions.

Student Name	Sign (electronic signature is fine)	Date
1		
2		
3		
4		
5		
6		