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| Text  Description automatically generated with medium confidence | |
| Group Name | Date |
| Group members | |
| The roles in our group are | These roles will be rotated  Yes  No |
| As a group, decide on the following:   1. How will we communicate and share information? (chat group, email, txt, Teams etc.) | |
| 1. What are the group’s expectations for participation and attendance at meetings and class work time? | |
| 1. What happens if someone is away or sick? | |
| 1. What are the group’s expectations for time management of tasks? | |
| 1. What are the group’s expectations about the standard of work from the members? | |
| 1. What should a group member do if they are struggling to complete a task due to time available or ability to meet the expected standard? | |
| The above is a true and accurate record. (Signature of each group member) | |