Project group agreement, Life Cycle Assessment (AG2800)

Fill in and save this document along with your other project documents. Please also print and bring to your first supervision meeting, so that you can discuss it if necessary with your supervisor.

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| **Group (number and title)** |
| **Members** | **Phone** | **Email** |
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# The group must agree on the following:

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| **How do we plan project group meetings (time and place) in order to make sure everyone can attend?** |
| **What should a group member do if she/he is sick and cannot attend a planned meeting?** |
| **How do we document project meetings and what should be included?** |
| **Where do we save notes from project meetings and other project material, so that all group members can access them?** |
| **How do we ensure that status reports are submitted every week?** |
| **How do we ensure that the work load is evenly and fairly distributed among project group members?** |
| **How should the group handle if one member is not handling her/his agreed tasks in a responsible way, or if collaboration in the group is not functioning will in some other aspect?** |