

PLAN 540A GROUP AGREEMENT

Working Project Title:

Metro Vancouver

Group Members:

Kerri Arthurs, Kevin Zhang, Meredith Seeton,
Polly Ng, Tamara White Yaheli Shtull

Goals:

- Analyze an ongoing planning process in terms of the framework and ideas developed in the course;
- Advance our understanding of selected examples of different types of planning processes;
- Develop our knowledge of planning processes that are inter-related and ongoing in British Columbia; and
- Practice group leadership and facilitation skills necessary to be a good sustainability practitioner.

Products:

- Group Agreement
- Report on proposed case analysis
- Presentation (visual, verbal)
- Interactive presentation tools

Approaches:

In collaborating on these products, we will:

- Conduct group meetings for continual collaboration.
- Divide responsibilities for writing the final report, 1500 words per person.
- Use GoogleDocs to create and simul-edit final report.
- Divide roles and responsibilities for presentation.

Provision of Information:

- The content of the assignments will be discussed in group meetings. Initial drafts will be shared via GoogleDocs. Final reports will be posted on the Omnibus Materials website.

Resources:

- Group members' knowledge and experiences
- Online materials
- People familiar with such issues
- Course notes
- Course texts

Timelines:

Monday, Oct 11	Group Agreement Due
Thursday, Oct 14	Group meeting 4:00pm WMAX
Wednesday, Oct 20	Internal Draft
Friday, Oct 22	Initial Outline and Partial Draft Due
Thursday, Oct 28	Group meeting 1:30pm WMAX
Tuesday, Nov 9	Share individual sections with group members, in preparation for group meeting
Thursday, Nov 11	Group meeting 4:00pm WMAX, with printed paper edits. Internal draft and presentation agenda open for editing. Start presentation slide shows
Friday, Nov 19	Post draft of report and presentation agenda
Friday, Dec 3	Presentation run-through
Monday, Dec 6	Presentation

Roles:

- Roles of facilitator, timekeeper and note taker will rotate between group members so everyone has the opportunities to practice these skills.

Responsibilities:

- Each group member will be responsible for his/her designated report and presentation sections.
- Each group member is expected to attend all group meetings.
- Each group member is responsible for doing necessary preparatory work before each meeting and internal group submissions.
- Each group member is expected to fully contribute to all group work as necessary.

Expectations:

- Each group member will fulfill his/her individual responsibilities and contribute in some way to group meetings.
- Each group member will be expected to meet all deadlines set in this agreement, understanding that they may be subject to change as necessary.
- Each group member will communicate any issues or concerns efficiently.

Ethics:

- Will cite all sources.
- Will show mutual respect to all group members.
- Will encourage a trusting environment.

Communications:

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If any group member is going to be out of email, telephone, and personal contact for longer than 2 days, s/he will let other group members know as far in advance as possible

Meetings:

- Meeting times and places have been scheduled by consensus.
- Additional meetings will be scheduled, as necessary.

Agenda setting:

- Agenda will be drafted at the beginning of every meeting, and amended as needed.

Note taking:

- The responsibility of taking notes at a meeting will rotate between members.
- Notes will be sent out after each meeting.

Facilitation:

- The responsibility of facilitating a meeting will rotate between group members.
- The facilitator will effectively move us through the agenda.

Process for resolving disagreement:

- If a disagreement arises, parties to the disagreement will try their best to use techniques learned in this class to resolve the disagreement; however,
- So long as it pertains to the project, all parties will respectfully voice their opinions, rather than avoiding disagreement for the sake of harmony.

Decision making process:

- Decisions will be made by consensus.
- If a consensus cannot be reached, this section will be revisited so as to ensure the process of decision-making is as timely and effective as possible.

Agreed to on October 11, 2010 by:

Kerri, Kevin, Meredith, Polly, Tamara, Yaheli