BCEENET
BIOLOGICAL COLLECTIONS IN ECOLOGY AND EVOLUTION NETWORK

Group Management Agreement

Each group should fill out this plan together and turn it in before any work on the research project commences.

Each student will be responsible for preparing and measuring ____ records. For these records you will:

- Manage and organize the data file
- Clean the specimen collection dates
- Maintain a metadata file for your dataset
- Georeference to complete or confirm locality data
- Measure the following morphological features in Image J:
    - Forewing length
    - Forewing width
    - Apex melanization area
    - Wing spot areas (Cu2, M3)

As a group you will also complete the following tasks and assignments:

- Create a synthesis matrix of primary literature sources
- Analyze the dataset to investigate the class research question and your group question
- Maintain a metadata file for your group dataset
- Map specimen records using QGIS
- Prepare a research paper or oral presentation on your research
- Complete group assessments

Complete your Group Management Agreement:

1. List the members of your group.

2. Indicate who is responsible for the group assessment due on each of the following dates. (*Note: each group member must fill out the assessment* at least *once*)

Group Member	Assessment Date

3. Describe how you will divide up the work such that each group member is responsible for an equal portion of your group's responsibilities. You may decide to divide up the records equally,

with each group member responsible for each aspect of preparing that set of data. Alternatively, if certain members of the group enjoy certain tasks more than others you may decide to assign different tasks to certain group members (at your instructor's discretion).

4. Provide a rough outline of target dates for completion of the following and which group member(s) are responsible for leading the effort. *For assignments, all group members must contribute, but you should assign a 'lead' member who will be responsible for making sure everyone is contributing equally and the assignment is on track to be finished by the due date set by the group. Make sure to refer to the syllabus to make sure your dates fall on or before the due date.

Task / Assignment	Lead member(s)	Date
Confirm that all group members have cleaned collection dates		
Confirm that all group members have completed georeferencing		
Confirm that all group members have completed repeatability exercise		
Confirm that all group members have completed Image J measurements		
Confirm that the final dataset is ready for analysis		
Create a synthesis matrix of relevant research papers		
Generate a map(s) in QGIS using the final dataset		
Analyze final dataset to test research question(s)		
Create figures (tables, graphs) for research paper or presentation		
First draft of final research paper or presentation (all group members must contribute)		
Final submission of research paper or presentation		

5. Even though each group member has assigned tasks to complete, it is the responsibility of the group as a whole to make sure everything is turned in on time. How will your group communicate to make sure you stay on schedule and ensure you will provide support to one other when problems arise?

6. How will your group track the progress of each member every week?

7. How will you address imbalance in workload that may arise amongst group members?

8. How will you address and resolve disputes or disagreements that arise between group members?