

# Shared Responsibility Agreement

Date: \_\_\_\_\_

To: [Group Members' Names]

From: [Your Name]

## Introduction

This letter serves as a Shared Responsibility Agreement for our upcoming group assignment titled "[Assignment Title]."

## Group Members

- [Member 1 Name] - [Role/Contribution]
- [Member 2 Name] - [Role/Contribution]
- [Member 3 Name] - [Role/Contribution]
- [Member 4 Name] - [Role/Contribution]

## Objectives

Our primary objectives for this group assignment are as follows:

1. [Objective 1]
2. [Objective 2]
3. [Objective 3]

## Responsibilities

Each member agrees to complete the following responsibilities:

- [Member 1 Name] is responsible for [specific tasks]
- [Member 2 Name] is responsible for [specific tasks]
- [Member 3 Name] is responsible for [specific tasks]
- [Member 4 Name] is responsible for [specific tasks]

## Meetings

We will hold regular meetings on [days/times] to discuss our progress and any challenges we may face.

# Agreement

By signing below, we agree to share the responsibilities and work collaboratively to complete this assignment.

## Signatures

\_\_\_\_\_ Date: \_\_\_\_\_

[Member 1 Name]

\_\_\_\_\_ Date: \_\_\_\_\_

[Member 2 Name]

\_\_\_\_\_ Date: \_\_\_\_\_

[Member 3 Name]

\_\_\_\_\_ Date: \_\_\_\_\_

[Member 4 Name]