

Canvas AI Team Contract

Advisor: Professor Crystal Marull

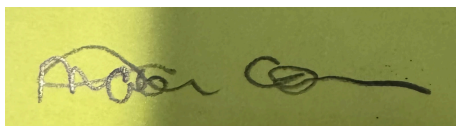
Members: Aayesha Islam, Ursa Pillay, Maria C. Morales, Christopher Qiao, Mateus Chemin

- Overall objectives: What the team is trying to achieve?
 - We will develop a tool that integrates with Canvas to allow professors to upload PDFs containing coursework or relevant questions, extract content autonomously, and generate a test bank. The tool will randomize questions for student quizzes and provide professors with quiz metrics.
 - Our goal is to help professors easily generate study content and provide students with additional interactive material for exam preparation and general practice.
- Individual responsibilities: What each team member is expected to do?
 - Aayesha: Backend Engineer
 - Ursa: Frontend Engineer
 - Cami: Frontend Engineer
 - Chris: Backend Engineer (Can Flex)
 - Mateus: Backend engineer
- Values and Agreement Statements: Team agreements are written by everyone and they help define comfortable working parameters for everyone.

- Aayesha: Team members should communicate effectively and be present when needed and attend meetings and brainstorming/debugging sessions on a timely basis.
 - Ursa: Team members should work on assigned tasks according to schedule and give assistance to each other when needed.
 - Cami: Team members should be efficient in execution and submit quality work.
 - Chris: Team members should adhere to deadlines and attend all pertinent meetings with other members/advisor. Additionally, team members should be comfortable in sharing ideas and everyone should have a say in the development process.
 - Mateus: Team members should actively listen to one another's ideas and provide constructive feedback to push collaboration and innovation.
- Software Configuration Management Protocol: refers to a set of defined procedures and standards used to track, control, and manage changes made to the software system to ensure consistency and quality of all modifications, management of merge conflicts, and version control.
 - Use branches to separate different tasks or features, and merge them into the main branch only after code is reviewed and tested.
 - Write clear, descriptive commit messages that explain what changes were made (e.g., "Fix bug in quiz generation logic" or "Add new question type feature").

- Regularly pull updates from the main branch before making changes to avoid conflicts. If conflicts happen, carefully resolve them by reviewing both versions before merging.
- Meeting times: When the team will meet outside the meeting with the advisor?
 - Monday 1 pm, Wednesday 1:30 pm
- Meeting times with advisor: Frequency and Order of Meeting Facilitator (Everyone is required to lead/facilitate at least 1 meeting with the advisor; everyone must be present for all meetings with your advisor).
 - Frequency: Bi-Weekly Mondays 1 pm
 - Order:
 1. Aayesha
 2. Ursa
 3. Cami
 4. Chris
 5. Mateus
- Communication: How team members will communicate with each other; what platforms?
 - Discord Group Chat
- Conflict resolution protocol: How will the team solve problems?

- First approach of the individual should be to try to debug/fix the problem individually
 - Next step would be to post details of the issue in the group chat and members should respond and help as much as possible
 - If issue is still not resolved, a group meeting should be held to discuss
 - If problem persists, a TA should be contacted
 - If the problem is out of scope for everyone mentioned previously, a meeting should be held with the advisor
- Consequences: What happens if someone violates the agreement?
 - We will hold a team meeting to discuss how to shift responsibilities so the group member can contribute to the project moving forward.
 - If the issue continues, we will contact the course instructor to document the problem and advise the next steps.
 - Signatures: All team members must sign the contract.



Chris Qiao

Camila