

# CMPT 276 - GROUP CONTRACT

Group Number + Name Group 7 Hills Date 2025-01-28

## Instructions

- a. Find and get in touch with all group members
  - i. Reach out to group members via course slack and/or canvas group page
  - ii. If needed, contact assigned TA for help
    1. Groups #1-12: Tulip
    2. Groups #13-25: Harish
- b. Schedule a 90-min meeting to discuss all the questions below (highly recommend to schedule this meeting as **in-person**)
  - i. **All group members MUST be present**
  - ii. **All group members MUST be available on Thursdays from 12:30-2:20 pm**
- c. Before arriving at the meeting, each group member should go through the questions below and bring forward ideas to discuss with the group.
- d. Only one PDF submission is required to be submitted by one group member.
- e. Electronic signatures are acceptable.

## Changelog

Version 1.0: Initial group contract (**Date: 2025-01-28**)

## Group Roles

1. What secondary roles will each group member take on (all group members are counted as Software Developer in their primary role; their secondary role is an add-on to ensure smooth operation of group flow)
  - a. Secondary roles include (but not limited to): Project Manager (required), QA tester, Graphics designer (UX/UI), etc.
  - b. *Note: One person must take on the role of a **Project Manager** (This is a person in charge of coordinating communication/scheduling meetings between all group members. This individual will also be the liaison between the teaching group and the group. **Having this role does NOT imply more power in decision making over other group members**)*

- a) We'll have a member doing front end and testing, this can also be done by other members. Our roles will be flexible.
  - b) Our project manager will be Nafeesa.
2. How will tasks be assigned and rotated among group members?
    - We will equally split the tasks, group members can choose what they'd like to do. If anyone is stuck, we can rotate assignments and or help.
  3. Who will be responsible for ensuring that the group meets deadlines?
    - We will all be responsible for our work and meeting deadlines but we will also remind each other if needed.
  4. Who is your assigned TA for the semester? (hint: answer is included in the instructions)
    - a. When are your assigned TA office hours?
      - Our assigned TA is Tulip Srivastava and the assigned office hours are on Thursdays at 12:30pm - 1:30pm

### Group Communication

5. What is the preferred method of communication (e.g., email, messaging app, in-person meetings)?
  - The preferred method of communication is on discord as if we are unable to meetup in-person then we will call using discord which will allow us to share our screens. Additionally, most of us know how to use discord making it easier to send each other preferred changes in the project later in the course.
6. How often will the group meet, and at what times? Be as specific as possible.
  - Tuesdays 2:30pm, after class, we will also do online meetings when needed.
7. How will the group handle communication with the instructor or TA?
  - The communication will be made over email or Slack depending on what situation we need to communicate the TA for. For simple questions we will use Slack and for complicated situations we will use emails.
8. What method will be used for setting and following meeting agendas?
  - a. Who will set each agenda? When? How will group members be notified/reminded?
  - b. Who will be responsible for the group following the agenda during a group meeting?
  - c. What will be done to keep the group on track during a meeting?
  - a) Each member can add to the agenda based on what needs to be done. We can create a checklist. We will communicate over discord to remind.
  - b) the project manager, Nafeesa.
  - c) making sure every point/checklist is met and discussed.

9. What process will the group use for tracking progress and updates (e.g., project management tools, weekly reports)?
  - For tracking progress and updates on the projects or other thing we will pin those messages on our discord group chat. This will allow us to see the updates as well as jump back to that pinned message for more information.

### **Group Decision Making**

10. How will decisions be made within the group (e.g., consensus, majority vote, leader decision)?
  - Decisions within the group will be made in a majority vote.
11. What process will be used if the group is unable to reach a decision? (e.g. how will conflicts or disagreements be resolved?) Be as specific as possible.
  - If unable to reach a decision each side will explain their perspective and we will then vote again and continue this until come a conclusion.

### **Group Work Quality**

12. What are the group standards? (What is a realistic level of quality for code, presentations, collaborative writing, individual research, preparation of drafts, peer reviews, etc.?)
  - Our group standards are in line with the expectations of the class, we must be professional, and research and work will be done so that all guidelines and requirements are met. All code must be clean/readable, and we will use tools like linters and code formatters for consistency. As for presentations and research, sources must be cited properly, and we will make sure to use reliable sources. Drafts will also be reviewed for accuracy and clarity. All submissions, including GitHub commits, presentations, and research drafts, will be reviewed by all members for quality assurance.
13. What strategies will be implemented to review and test each other's work?
  - We will make detailed GitHub commits that will allow us to have an extensive history of changes, so that if we must go back then it be simple to fix problems.

### **Group AI Usage Policy**

14. Will the group use AI tools (e.g., code generators, AI-assisted writing, debugging tools) in the project?
  - a. If yes, specify which tools are permitted as part of the group work
  - b. If not, specify the reasons as to why. The following questions in this section can be skipped.

- The group is going to use AI. We are permitted to use Chatgpt to solve bugs and problems in our code, as well as help guide through situations we might get stuck on.
15. What are the guidelines for using AI tools to ensure ethical and responsible usage?
- Follow the ACMA standards, as well as do not share members' personal data.
16. How will the group ensure that AI-generated content meets the required quality standards and does not violate academic integrity?
- a. How will AI-generated work be reviewed and validated by group members?
  - b. Who will be responsible for verifying the accuracy and quality of AI-assisted outputs?
- The group members will keep their prompts and will share them discord chat and we will collectively verify the accuracy and quality of the AI-assisted outputs.
  -
17. What steps will be taken if AI tools are used inappropriately?
- If AI is used inappropriately then the group member will have redo their work.
18. What are the consequences of failing to disclose AI usage by a group member to others? (including group members/course teaching team)
- The consequences of failing to disclose AI usage will first lead to a verbal warning and if done again will lead to them to be supervised whenever they use AI. All warnings and actions will be documented in a shared group file or messages on Discord. Members will have the opportunity to explain their situation before escalation. In the case of a 2<sup>nd</sup> infraction, we will inform the TA.
19. How will AI usage be factored into assessing individual contributions?
- As long as the work is completed properly, we'll consider it full participation.

<b>Group Participation and Accountability</b>
---

20. What are the expectations for attendance at meetings and participation in group activities?
- Every member is expected to be at the meeting and participate in the group activities as we need their input on all aspects of the project.
21. What is the expected level of contribution from each group member?
- Equal levels of contribution from each member as group member should not be stressing about other group members' work as they have their work they have to stress about first.
22. How will the group address situations where a member is not contributing equally? Be as specific as possible.

- If group members are not contributing their part then they will be given a warning at first and if they still do not contribute their stuff then we shall communicate with the other group members and bother that group member to finish their part. In extreme measures we will communicate with the TA and come up with a solution.
23. What is the expected level of communication between each group member? What is the expected response time (provide a specific number, e.g. hours, days, etc.)
- The expected level of communication should be on the same day (24 hours) as group members need to know about certain situation as soon as possible in case they have to change the meetup dates, update the group project, or most importantly fix group project bugs.
24. How will the group ensure (minor and major) deadlines are met?
- The group members will have to finish their assigned parts at a set deadline that we will assign together as a group (around 5-7 days before due date).

### **Group Conflict Resolution / Consequence for Failing to Meet Expectations**

**Note: You MUST develop a team-based process to resolve conflicts internally before contacting the teaching team.**

25. What steps will the group take if a conflict arises that the group cannot resolve internally?
- If conflict arises in the group that cannot be solved internally, we will still discuss the issue openly during a scheduled group meeting, allowing all members to share their perspectives. If unresolved, the project manager will mediate and propose a compromise. If the conflict persists, the group will document the issue and schedule a meeting with the TA.
26. What are the agreed-upon consequences if a group member fails to meet their commitments?
- If the group member fails to meet their commitments by the time all the group members agreed to finish their part even after being reminded by the group members, then their name will be taken off the project.
27. How will the group handle continued infractions or lack of participation by a group member?
- initially, the group will issue a verbal warning to address the issue and give the member an opportunity to improve. If the problem persists, the next step will be a written warning, which will be documented in the group's communication records on Discord. Should there still be no improvement, the matter will be escalated to a teaching assistant

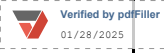
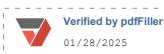
who will assist in resolving the situation. If all prior steps fail to resolve the issue, the final step will involve bringing the matter to the professor.

### Signatures

I have actively contributed to the development of the standards, roles, and procedures outlined in this contract, ensuring that they reflect the collective expectations and goals of the group. I fully acknowledge my responsibility to adhere to all the terms and conditions specified within this document. I understand that my commitment to these terms is essential for the success of the group and the quality of our collective work.

Furthermore, I am aware that any failure on my part to comply with these agreed-upon terms will result in the enforcement of the specified consequences, which may include reassignment of roles, reduction of individual grades, or other measures necessary to maintain the integrity of the group's work. Additionally, I understand that the teaching group reserves the right to impose further penalties, such as grade deductions or formal warnings, in response to any breaches of this contract.

By signing below, I affirm my commitment to these responsibilities and the success of our group.

Full Name	Signature	Date
Nafeesa Leena	<i>Nafeesa Leena</i> 	2025-01-28
Julianna Morena	<i>Julianna Morena</i> 	2025-01-28
Mudasser Mashal	<i>Mudasser Mashal</i> 	2025-01-28
Yogya Argawal	<i>Yogya Agrawal</i> 	2025-01-28