

# CMPT 276 - GROUP CONTRACT

**Group Number + Name:** 19 Leafs **Date:** Jan 20, 2025

## 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: Jan 20, 2025**)

## 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.

Project Manager : Pal Rohit Tilva  
QA testing: Karn Cheema  
Graphics Design: Navjot Dhillon and Karn Cheema  
Repo Manager and Notetaker: Kaiwen Tao

- 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**)*
2. How will tasks be assigned and rotated among group members?  
Assign tasks every week on Thursday and work on the assigned tasks the following weekend and follow up on next Thursday.
  3. Who will be responsible for ensuring that the group meets deadlines?  
The project manager : Pal Rohit Tilva
  4. Who is your assigned TA for the semester? (hint: answer is included in the instructions)
    - a. When are your assigned TA office hours?  
Harish Kumar Senthil Kumar  
Monday 1:30 – 2:30 PM.

### Group Communication

5. What is the preferred method of communication (e.g., email, messaging app, in-person meetings)?  
Discord Server
6. How often will the group meet, and at what times? Be as specific as possible.  
Every Thursdays online/offline during class time 12.30pm-2.30pm
7. How will the group handle communication with the instructor or TA?  
The project manager is responsible for most of the communication.
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?  
Agenda will be set on Thursdays and group members will be notified on Discord
  - b. Who will be responsible for the group following the agenda during a group meeting?  
The Notetaker: Kaiwen Tao
  - c. What will be done to keep the group on track during a meeting?  
Make sure everyone is attending meetings. If someone missed one the person will be notified by the other members on Discord.
9. What process will the group use for tracking progress and updates (e.g., project management tools, weekly reports)?  
We'll make a markdown meeting minutes for each meeting and we'll check off action items we've covered in the previous week.

### Group Decision Making

10. How will decisions be made within the group (e.g., consensus, majority vote, leader decision)?

By 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.

Project Manager makes the final decision

### 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.):

Every code modification should be commented. Every commit should have a proper description. Each commit should be for a single feature/bug fix and must be reviewed by one other person on the team, before being merged into main.

13. What strategies will be implemented to review and test each other's work?

Peer review by all group members and QA tester is responsible for notifying the group about any bugs in the program.

### Group AI Usage Policy

14. Will the group use AI tools (e.g., code generators, AI-assisted writing, debugging tools) in the project?

- If yes, specify which tools are permitted as part of the group work
- If not, specify the reasons as to why. The following questions in this section can be skipped.

Yes, the group agreed to use AI to help generate code and learn necessary syntax or concepts to complete the project.

Tools: ChatGPT, v0

15. What are the guidelines for using AI tools to ensure ethical and responsible usage?

Do not just copy-paste the code from AI code generators.

Take full responsibility of any kind of program fails due to any kind of AI bugs.

16. How will the group ensure that AI-generated content meets the required quality standards and does not violate academic integrity?

- How will AI-generated work be reviewed and validated by group members?

Full disclosure should be provided if any of the code is AI-generated and the person that was responsible for that part will have to take full responsibility for the same.

- b. Who will be responsible for verifying the accuracy and quality of AI-assisted outputs?

QA tester: Karn Cheema

- 17. What steps will be taken if AI tools are used inappropriately?

Call a group meeting and try to resolve the issue within the group. If the situation worsens then contact TA and the instructor.

- 18. What are the consequences of failing to disclose AI usage by a group member to others? (including group members/course teaching team)

The matter should be discussed in the group and reported to the TA.

- 19. How will AI usage be factored into assessing individual contributions?

If a certain member's code introduces too many regressions in features as discovered by QA, the incidence shall be reported to the TA.

### Group Participation and Accountability

- 20. What are the expectations for attendance at meetings and participation in group activities?

Attendance is mandatory, however, if the member can't join the meeting in-person, they must join via Zoom or Discord. In the rare circumstance that they're unable to join the meeting, the onus is on the team member to inform themselves with the meeting minutes and complete their assigned tasks by the deadline decided by the rest of the team members.

- 21. What is the expected level of contribution from each group member?

Every member should contribute equally.

- 22. How will the group address situations where a member is not contributing equally? Be as specific as possible.

The other team members must post it in the Discord group. If a member is unable to contribute after being directed to it, the other team members should reach out to the teaching staff to ensure the member gets the help they need.

- 23. What is the expected level of communication of each group member? What is the expected response time (provide a specific number, e.g. hours, days, etc.)

Every member should respond within 24 hours.

- 24. How will the group ensure (minor and major) deadlines are met?

Notetaker/ Repo Manager is responsible for ensuring that the project requirements are being met and making sure that each member is completing their fair share of work as per the discussed deadlines.

**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?  
Contact the assigned TA. The project manager is responsible to contact the teaching team and inform other group members about any decisions.

26. What are the agreed-upon consequences if a group member fails to meet their commitments?

- The member will receive a formal reminder from the project manager, documented in the group's communication channel (e.g., Discord), to ensure clarity on expectations.
- If the member fails to complete their assigned work by a second deadline, the team may redistribute their tasks as needed and notify the teaching team about the issue.
- The member's contributions will be fairly reflected in peer evaluations, which may impact their individual project grade

27. How will the group handle continued infractions or lack of participation by a group member?

- If a member repeatedly fails to contribute despite multiple reminders, the team will escalate the issue to the teaching staff, outlining the situation and its impact on the group.
- The team may limit the member's involvement in decision-making if their lack of participation continues to hinder progress.
- If a member remains unresponsive or does not meaningfully contribute after multiple warnings, the team will formally request guidance from the teaching staff on the best course of action.

**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
Pal Rohit Tilva	Pal Rohit Tilva	Jan 21, 2025
Kaiwen Tao	Kaiwen Tao	Jan 21, 2025
Karnpreet Cheema	Karnpreet Cheema	Jan 21,2025
Navjot Singh	Navjot Singh	Jan 21,2025