

CMPT 276 - GROUP CONTRACT

Group Number + Name group 10 - streams Date 23/05/2025

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 your assigned TA for help (assigned TAs are posted on the Group Contract assignment page on canvas)
- 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 Fridays from 1:30-2:30 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. This submission will be reviewed by your assigned TA for approval. If needed, your group may be required to complete revisions based on your TAs feedback. TA approval is **required** before the group can proceed with the project.
- e. Electronic signatures are acceptable.

Changelog

Version 1.0: Initial group contract (**Date: 23-05-2025**)

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.

2. How will tasks be assigned and rotated among group members?
3. Who will be responsible for ensuring that the group meets deadlines?
4. Who is your assigned TA for the semester? (hint: answer is included in the instructions)
 - a. When are your assigned TA office hours?

Group Communication

5. What is the preferred method of communication (e.g., email, messaging app, in-person meetings)?
6. How often will the group meet, and at what times? Be as specific as possible.
7. How will the group handle communication with the instructor or TA?
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?
9. What process will the group use for tracking progress and updates (e.g., project management tools, weekly reports)?

Group Decision Making

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

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

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.
15. What are the guidelines for using AI tools to ensure ethical and responsible usage?
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?
17. What steps will be taken if AI tools are used inappropriately?
18. What are the consequences of failing to disclose AI usage by a group member to others? (including group members/course teaching team)
19. How will AI usage be factored into assessing individual contributions?

Group Participation and Accountability

20. What are the expectations for attendance at meetings and participation in group activities?
21. What is the expected level of contribution from each group member?
22. How will the group address situations where a member is not contributing equally? Be as specific as possible.
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.)
24. How will the group ensure (minor and major) deadlines are met?

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?
26. What are the agreed-upon consequences if a group member fails to meet their commitments?
27. How will the group handle continued infractions or lack of participation by a group member?

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
Vadav. Singh		23-05-2025
eric stad		23-05-2025
Kavan Passi		23-05-2025
Jaskirat Kaur		23-05-2025

Group contract – team 10 (streams)

Details/ answers

Section one: Group roles

Secondary roles

1. Eric Stad - Backend engineer
Jaskirat Kaur – UX designer / graphic designer
Karan Passi – QA engineer
Yadav Singh – Project manager / front-end engineer
2. Roles are based on strengths of team member, each task/ aspect will be covered by a team- member on a 2–3-week basis.
3. The project manager (Yadav Singh) will be the primary in charge of ensuring deadlines is missed. Secondary if primary is not able/available (Jaskirat Kaur).
4. Vincent Hu - Thursdays, 12:30-1:30

Section two: Communication

5. One in-person meeting per a week (Friday 1.30pm – 2.30pm), virtual messaging through discord.
6. One in-person meeting per a week (Friday 1.30pm – 2.30pm), virtual meetings (Monday 5pm – 7pm)
7. Communication with instructor, will be during the instructors (Parsa's) office hour with one team member bring any questions that are not urgent to him. Communication with TA Vincent will be through slack messaging or office hours.

Any urgent issues presented will be brought to either Parsa or Vincent through Slack direct messaging feature.

8. a.) Agenda will be set up by the PM and meeting reminders will be sent out a day prior to meeting.
b) Topics will be presented on rotation by all members.
c) The meeting will continue until, everything in the agenda has been addressed to the satisfaction of all group members.
9. Software to be used is TBD, software's discussed is Trello or Slack itself.

Section three: Decision making

10. Decisions will be voted on and passed through a majority 3/4.
11. In the result of a 2/2 the TA will be consulted to break any tiebreakers.

Section four: Group Work Quality

12. The group standard is to exceed the quality of previous hall of fame entries. Standard for written components should meet the average SFU standards (B) at the very least.
13. All written components should be peer reviewed by at least two other group mates, as well as being checked by AI (for any spelling mistakes not for any changes). All major pieces of code should be code reviewed by at least one other member before being committed to the project.

Section five: Group AI usage Policy

14. a.) Microsoft Co-Pilot and ChatGPT is permitted for debugging. Grammarly will be implemented as staple method of checking through written work components of the project.
15. AI is permitted as a tool; it should not be abused. I.e) through using an AI assistant to do all work.
16. a.) Written components will need to go through an AI and plagiarism checker, this ensures AI is not being abused as well as being able to ensure work is not plagiarised, whether intentional or unintentional.

b.) Roll will be rotated through the semester, on a biweekly basis.

17. Work found to be generated by AI will be scraped and will have to be redone in sections by offending member, with each section being reviewed by a different team member after completion of each segment.
18. Will be documented and be reflected on the peer review at the end of the project's duration.
19. If used appropriately will not be negatively held against individual. If inappropriately used it will be documented and mentioned on the peer review at the end of semester.

Section Six: Group Participation and Accountability

20. Attendance to in-person meetings is mandatory, group activities are also mandatory can be missed if valid reason approved by majority is given.
21. Equal contribution roughly 25 % of total work done by each member.
22. Internal dialogue will be created informing member they are not contributing their fair share. If problem persists the workload for current task will be redistributed, and the transgression will be documented and will reflect on the end of semester peer review.
23. Max allowed response time (1 day) for all communications that requires a reply.
24. Regular communication of deadlines as well as using software to record milestones and expected deadlines.

Section Seven: Group conflict resolution

25. Should conflict arise, internal dialogues will be the first step followed by a vote if a possible solution to the conflict. If this is not possible the TA will be contacted to mediate the situation if group still cannot resolve the conflict the TA/Parsa will be asked to step in.
26. If a member fails to meet a commitment, the incident will be recorded and will reflect on the offending members end of project peer review.

27. Work will be redistributed, and the incident will be documented and reported on the peer review.