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 for tracking and updates is slack for primary communication records, discord for secondary communication and secondary recording. Figma whiteboards will also be kept up to date will all progress.

Section three: Decision making

10. Each team member will contribute at least one idea for each decision that needs to be made (more ideas are permitted voting will be held in rounds to ensure fairness in decision making). Decisions will be then 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. Ie) 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 through slack. Regular communication with the TA will be maintained to ensure that no issues arise (missed 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. There will be a planning/ discussion held online through discord to help mediate/discus any issues that may arise, in a effort to overcome any issues.

27. Work will be redistributed, and the incident will be documented and reported on the peer review, as well as the TA/teaching staff being informed by the Project Manager of the incident.