COSC 499 Team 11 Contract

Daniel Sokic (12213229)
Jaxson Kahl (41706011)
Travis Frank (60897899)
Tanner Dyck (65670747)
Priyanshu Chugh (92764869)
Tyler Cummings (14814578)

1. Purpose:

This contract outlines the expectations, responsibilities, communication norms, and conflict-resolution procedures for Team 11 as we collaboratively build the Mining Digital Work Artifacts system for COSC 499.

2. Project Overview:

The team is responsible for building an open-source system that mines a user's personal digital work artifacts (code, documents, media, notes) to:

- Extract contribution metrics
- Identify skills
- Distinguish individual vs collaborative work
- Provide summaries of top projects
- Generate résumé items and portfolio showcases

Milestone 1 (Oct–Dec 7)

Focus: **Architecture, parsing, analysis, testing, correctness**
Output: text-based outputs (JSON, CSV, TXT), database storage, project ranking, consent/privacy handling.

Milestone 2 (Jan–Mar 1)

Focus: **API-based service**, human-in-the-loop interaction, user customization, duplicate detection, incremental updates.

Milestone 3 (Mar–Apr 5)

Focus: **Frontend** for résumé + portfolio generation (local or online website), supported by API.

Technology requirement:
Python for M1 & M2; free choice of frontend stack for M3.

3. Team's Overall Goal:

Our goal, as a collective, is to create a sophisticated and robust application for students or people who want to scan their work on a computer and receive insights on their efforts. As a team we strive for success by putting in the effort, communicating, and overcoming challenges together. These are essential requirements in order to produce a high quality project and to produce clean code and documentation.

Team Goals:
- Deliver a high-quality, well-tested, fully functional system that meets all milestone requirements.
- Complete weekly progress that results in **merged PRs every Sunday by 11:59pm**.
- Maintain professional standards similar to real-world teams.
- Produce an A-level project demonstrating strong architecture, engineering discipline, and teamwork.

4. Roles and Responsibilities:

Throughout the first Milestone, the roles and responsibilities of each team member have been a fluid and natural process. Tasks and features get picked up and agreed upon without explicitly designated one person to a certain portion. This has gone quite well for us therefore, the system will remain in place. However, **team members must confirm with the rest of the team what they are working on. If a member decides to work on something else they MUST confirm with the rest of the team before changing tasks.**

5. Collaboration and Workflow Norms:

Version Control

- All work goes through **pull requests**; no direct pushes to main.
- PRs must be:
  - Small, focused
  - Properly documented
  - Reviewed by at least two teammates (except for logs)
- PRs must be merged **before Sunday 11:59pm** each week.

Coding Standards

- Follow consistent Python structure and style.
- Write unit tests for all non-trivial functions.
- Use clear, descriptive commit messages.

Task Management

- Tasks are tracked through **Github Issues and Project Kanban Board.**
- Each task must include:
  - Description
  - Acceptance criteria
  - Deadline
  - Assigned owner
- Tasks must be estimated realistically.

6. Meeting Expectations:

Class Meetings:

- Attendance is **MANDATORY** (as per course rules).
- The team must be ready for weekly demos and explanations of progress.
- Missing team meetings without notice affects the team negatively.

Team Meetings:

These will be less frequent and less crucial than attending class but it is imperative that the following is done each week:

- **Mondays:** Pick up a task and let the team know what you plan on working on. People wanting to work on a similar task can work around it since responsibilities can be flexible.
- **Wednesday:** Mandatory in class meeting with TA.
- **Friday:** Check in on progress and let the team know where you are at.
- **Sunday:** Check in as a team for merge from Development -> Main.

Preparation

All members must:

- Come prepared (code pulled, environment working)
- Bring updates
- Have PRs or issues ready for discussion

Communication

- Primary communication: **Discord**
- Expected response time: **within 24 hours (Preferably before that)**
- Urgent issues: tag teammates directly

7. Professional Conduct and Team Culture:

Team members agree to:

- Treat each other respectfully
- Communicate clearly and professionally
- Provide constructive feedback
- Ask for help early
- Offer help when someone is stuck
- Respect differences in skill levels and working styles
- Support each other during high-workload periods

Zero tolerance for:

- Disrespect
- Ghosting the team
- Refusing to contribute
- Sabotaging deadlines
- Blaming others without accountability

8. Deadlines:

- Weekly: all work must be shown, functional, and merged by **Sunday 11:59pm**. (Avoid last minute new feature, see Section 10)
- Milestones must be ready for evaluation on the official dates.

If someone is falling behind

- They must notify the team ASAP
- Team will redistribute work if needed
- If recurring, the issue is escalated (see Section 10.)

9. Quality Expectations:

- **Testing is mandatory** for major functions.
- Code must run on all teammates' machines.
- Code must follow the agreed architecture.
- Documentation must be updated as the system evolves.
- No PR should break the build.

10. Ground Rules and Conflict Resolution:

Disagreements are normal but they must be handled effectively and respectively. Additionally, there must be certain rules in place to avoid such disagreements.

Ground Rules

- **Any PR that creates a new feature that requires testing and 2 reviews pushed on Sundays PAST 11pm DOES NOT NEED to be approved or merged:** It is normal for different team members to have certain sleep schedules and productive times of the day. Work done really late at night is not frowned upon unless it is the deadline day for that week. Obviously, if people are awake and prepared to review and accept new changes past 11pm on Sundays then it can still be approved and merged. However, keeping team members up really late on deadline day can have negative impacts. This also ensures that procrastination is discouraged and that features should be started and be close to being done before Sunday nights.
- **Missing 2 consecutive class meetings with NO NOTICE is unacceptable and is grounds to be removed from the group:** Not every team member can make every meeting which is understandable. Nonetheless, there must be some sort of courtesy by informing the team why you can't make it. Missing one meeting with zero notice will result in a warning (**Yellow Card** 🟨**).** Missing another meeting after a warning will result in consideration for being removed from the group **(Red Card** 🟥**).** If a team member accumulates **more than 3 warnings/yellow cards** then they will also be considered for expulsion of the group **(Red Card** 🟥**).** Making it to the weekly class meetings is one of the most important parts of the project so it is crucial that everyone is there.
- **Any disrespectful behaviour or abuse has ZERO TOLERANCE and can result in expulsion from the group:** If a team member has become increasingly disrespectful, angry, abusive, and hurtful to any member of the team, the rest of the team must come together to handle it. The team (excluding the member being rude or disrespectful) must vote on whether the actions of the rude member can be corrected or if they need to be removed.
- **Ghosting the discord is unacceptable:** It can be challenging to be available all the time in the discord but that does not allow a member to ignore the team. If a team feels a member is constantly ghosting the chat they must come together and alert the ghosting team member. If it is a constant issue then the yellow and red card system will be put in place. For example, 1 week of ghosting the discord is a warning (**Yellow Card** 🟨**).** Two consecutive weeks of ghosting the discord **(Red Card** 🟥**).** More than 3 warnings/yellow cards by the team will also result in a **(Red Card** 🟥**).**
- **Not doing your fair share of work is unacceptable:** Every team member has different schedules and personal responsibilities, but that does not allow someone to consistently avoid contributing to the project. If the team feels a member is regularly failing to complete assigned tasks, not submitting work on time, or contributing significantly less than others, the team must come together and alert the

under-contributing team member. If it becomes a constant issue, then the yellow and red card system will be put in place. For example, 1 week of failing to complete your assigned work is a warning **(Yellow Card 🟨)**. Two consecutive weeks of not doing your fair share of work results in a **(Red Card 🟥).** More than 3 warnings/yellow cards from the team will also result in a **(Red Card 🟥)**.

Conflict Resolution

If a disagreement arises:

1. Discuss issues within the team respectfully.
2. If unresolved, escalate to course instructor or TA.
3. In severe cases (e.g., persistent non-participation), the team may formally remove a member following course policy.

11. Agreement and Signatures:

We agree to follow this contract for the full duration of the course and acknowledge that violations may result in academic or project penalties.

Signed on December 7th 2025

Daniel Sokic:

Jaxson Kahl:

Travis Frank:

Tanner Dyck:

Priyanshu Chugh:

Tyler Cummings: