Team 8 Contract

Members: Charlie Schewbius, Harper Kerstens, Jordan Truong, Kyle McLeod, Kyle Porter,

Matin Raoufi

December 7, 2025

1. Team Vision and Goals

Going into this project, our goal is to create a final product that each team member is proud of. The final product we create will be in alignment with the parameters created by the course. To achieve this goal, we are committed to putting our best effort into collaborating as a group to achieve successful development. To complete this, we must have purposeful development, meaningful code reviews, productive meetings and discussions alongside a positive attitude to keep spirits high. We strive to maintain a positive and caring outlook on not only the project but also our fellow team members.

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2. Expectations on Meetings

2.1 Meetings

Our group will meet each Monday during class time to discuss our plans for the following week. Each member is expected to be present and must communicate with the group if they are unable to attend for any reason. If we are unable to sufficiently prepare for the week within class time, we will stay after class on campus to continue our discussion.

During this time, we will discuss open issues, new issues, features needed, issue priorities and how we will assign and tackle these problems over the coming week.

2.2 Preparedness

Each member is expected to be prepared to discuss their goals going into the new week, such as communicating bugs discovered in the previous week, new features in relation to their earlier development, and any other insight that aligns with our team's goals towards the next milestone.

2.3 Engagement

Members must be actively listening and speaking during our meetings, understanding not only the work they are expected to do but the work other members are doing as well.

2.4 Minutes and Documentation

A record of the discussed plan for the week will be created by a team member; this team member will be appointed at the beginning of each meeting. Alongside this discussed plan we will reflect our created plan in the Kanban board for our repository.

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3. Expectations on Communication and Collaboration

3.1 Frequency of Communication

The bulk of our communication will be done in our meetings on Monday. However, team members are expected to be active in our Discord group to stay up to date on the project

throughout the week. If delays or other challenges arise during development, team members will be expected to communicate this through our group chat. Members are expected to respond to messages in the chat with either a response text or a reaction to ensure that everyone is on the same page with progress regarding the project. Team members are expected to check our Discord server at least once a day.

3.2 Communication Behaviour

Communication must remain respectful and professional at all times. During our meetings, comments about teammates' implementations must be constructive and void of any negativity. Disagreements must be handled calmly and focus on solutions. Any personal or negative comments will be noted and reported to the appropriate sources if they continue following a warning.

3.3 Communication Channels

Our primary communication channel will continue to be our Discord server "Team 8 Be Great", members are expected to check this server once a day.

3.4 Collaboration Process

All work done within a week is expected to be aligned with our goals in regards to the upcoming milestone. Team members must not reject or ignore work without a discussion or justification, nor do unassigned or redundant work. Collaboration is expected when team members seek help with problems they have encountered throughout the week. When asking for help, a team member will be assigned based on their knowledge of the area of implementation to assist with the issue in development. If the assigned team member is unable to assist, a second team member will be assigned to aid in development.

4. Expectations on Distribution and Delivery of Work

4.1 Task Definition

All tasks will be created as issues in our GitHub repository, and these issues will be added to our KANBAN board and reflect their current status (Todo, Ready, In Progress, Review and Done). Tasks will be created regarding the features needed for a milestone. A feature may require multiple tasks to be successfully implemented.

4.2 Task Assignment and Ownership

Tasks will be created during our weekly meetings, and these tasks will then be assigned to our team members during the meetings. Tasks created are not necessarily expected to be assigned right away and may be assigned in the following weeks. Each team member will be assigned at least one task per week and may possibly be assigned more than one task based on the estimated completion time per task.

4.3 Awareness and Coordination

Team members must reflect their progress with a task on the Kanban board for our repository. If a member is struggling with a task and believes it must be shelved to focus on another task, they must communicate through Discord their case for this decision. This case then must be approved by at least two group members to make the switch. If two members are assigned tasks that relate to one another, those two members must communicate

throughout the week to ensure that their development does not overlap or conflict with each other.

4.4 Accountability

Each member is responsible for meeting the weekly deadline with their assigned task for the week. If they are unable to communicate any delays or blockers that prevent them from reaching this deadline, it will be noted. Each member is expected to review others' PRs throughout the week. If a member calls for a change in another's code, the original author of the PR is expected to resolve the issue or make a case for their decision.

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5. Commitment to Avoid Inappropriate Behaviour

Our team is committed to maintaining a safe and inclusive environment. We will have zero tolerance for discrimination, harassment, bullying and any hostile conduct. Any members who violate the previously mentioned values will be reported to the professor and any other appropriate disciplinary groups. Similarly, they will be subject to being fired from the group based on a unanimous vote. We are committed to maintaining a respectful environment that encourages diverse perspectives and backgrounds.

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6. Resolution Strategy

6.1 First Incident

Documentation: The issue will be documented in a private Discord channel accessible only to the team. The documentation will include the specific violation in the contract.

Responsibility: The issue will be documented by the team lead or an agreed mediator. The team lead (or mediator) will speak privately with the member to identify the root cause and remind them of the contract terms.

Expected Change: A clear verbal or written description of the expected behaviour change will be communicated. The member must acknowledge the issue either verbally or in writing. The member is expected to fix the behaviour immediately. If the issue was a missed task, the task must be completed by next week unless a reasonable excuse is given and all members agree on it.

6.2 Repeated or Ongoing Issues

Documentation: Continued issues will be formally documented as usual and if the issue persists 3 times then it is shared with the entire team during a designated meeting. This report will detail the history of the issue and previous attempts to resolve it.

Responsibility: The Team Lead and at least one additional member (witness) will document the ongoing issues. The team will draft a written Performance Improvement Plan containing explicit expectations and a strict deadline.

Expected Change: The team member must provide a written acknowledgment of the written plan and commit to the new schedule. The member has exactly one week to fix this issue.

Firing Clause Consideration: If severe or repeated issues persist after documented warnings, the team will hold a meeting (with or without the member) to vote on removal. A removal requires a majority vote (excluding the member in question). Before finalizing the firing, the team lead will submit the documentation (from 6.1 and 6.2) to the course instructor/TA to prove that an effort has been made to resolve this conflict.

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7. Members' Signatures

- **Charlie Schwebius:** Charlie Schwebius, 12/07/25

- **Harper Kerstens:** Harper Kerstens, 12/06/25

- **Jordan Truong:** Jordan Truong, 12/07/25

- **Kyle McLeod:** Kyle McLeod, 12/07/25

- **Kyle Porter:** _(signature)_, 12/07/2025

- **Matin Raoufi:** Matin Raoufi, 12/07/25