

## EECS4461 Group8 Charter - Group Members

Include group members' preferred and backup choices for communication and list groups' contact information.

Name	PreferredContact Method	Back-UpContact Method	Email	WhatsApp/Phone
<b>Jiayi Chen (JAYE)</b>	WeChat/Discord	Email	chenjiayic1@gmail.com	137-843-3690
<b>Xintong (Sylvia) Ling</b>	WeChat/Discord	Email	sylvialyyyy@gmail.com	705-970-7066
<b>Huanrui Cao (Saikoro)</b>	WeChat/Discord	Email	saikoro@my.yorku.ca	647-269-0026

### Goals

1. Ensure all team members receive timely and accurate project updates. 2. Maintain an up-to-date contact list for all group members. 3. Encourage active participation and responsiveness in discussions.

## Ground Rules

These define what group members expect from one another and what norms they agree on relating to behaviours and actions. Below are examples of the types of areas it is important to address and examples of what form they might take.

Area	Principles & Norms
<b>Communication</b>	<i>All members of the group agree to:</i> Respond to messages within 24 hours unless otherwise specified. Keep communication clear, concise, and respectful. Notify the team in advance if they will be unavailable for an extended period.
<b>Meetings</b>	Attend all scheduled meetings unless an absence is communicated in advance. Be punctual and prepared with relevant updates or questions.
<b>Deadlines</b>	Complete assigned tasks on time and communicate any potential delays as early as possible. Review and provide feedback on each other's work in a timely manner.

Care Statement Outline here how the team will strive to care for the health of each other and the team as a whole during the project duration:

Encouraging a supportive and respectful environment. Checking in on each other's workload and stress levels regularly. Being flexible and understanding when unexpected situations arise. Promoting a balanced approach to work to prevent burnout.

Group Roles: See also the Guide to Group Roles & Maximizing Performance

## Role Allocation

Member	Primary Role	Secondary Role	Key Responsibilities
<b>Jiayi Chen</b>	Documentation Lead	Quality Assurance	<b>PPT and video production writing</b> <b>Coordinate report</b> <b>Literature Research</b>
<b>Xintong Ling</b>	Process Facilitator	Community Lead	<b>Schedule retrospectives</b> <b>stakeholder comms</b> <b>Manage meeting minutes</b> <b>Prototype development and debugging</b>
<b>Huanrui Cao</b>	Technical Lead	Systems Architect	<b>Codebase governance</b> <b>Model optimization</b> <b>Repository maintenance</b> <b>Implement CI/CD pipelines</b>

## Deliverables & Deadlines

Deliverable	Success Criteria	Deadline	Lead(s)
<b>Presentation, Early Prototype</b>	Basic agent interactions module	2.12	Jiayi Chen
<b>Video, Core Simulation Framework, Functional prototype</b>	3 key dynamics implemented Visualization dashboard 5-min explainer video	3.16	Huanrui Cao
<b>Final presentation and Report</b>	Complete documentation Peer-reviewed report	3.31	Xintong (Sylvia) Ling

Performance Agreement Considers how the group will address non-performance of what is agreed to. Whatever the group agrees upon should correspond to the impact or gravity of the issues at hand.

They must explain the issue and propose a solution, with the team offering support if needed. The team discusses the issue and may reassign tasks. If necessary, it may be escalated to a supervisor. If non-performance continues without valid reasons, responsibilities may be redistributed, and intervention may be requested.

## Signatures to the Agreement

If team members cannot add signatures in-person, a group can agree that each member typing their name in the signature section suffices as agreement

Team Member's Name	Team Member's Signature
<b>Jiayi Chen</b>	Jiayi Chen
<b>Xintong (Sylvia) Ling</b>	Xintong (Sylvia) Ling
<b>Huanrui Cao</b>	Huanrui Cao

Team Member's Name	Team Member's Signature
--------------------	-------------------------

This resource is licensed under a Creative Commons Attribution Non-Commerical 4.0 International License and is adapted from *Sample Group Contract*. Centre for Teaching Excellence, University of Waterloo. [https://uwaterloo.ca/centre-for-teaching-excellence/sites/ca.centre-for-teaching-excellence/files/uploads/files/uwaterloo\\_sample\\_group\\_contract.docx](https://uwaterloo.ca/centre-for-teaching-excellence/sites/ca.centre-for-teaching-excellence/files/uploads/files/uwaterloo_sample_group_contract.docx)