**Group Charter**[[1]](#footnote-1)

**Instructions**

1. Work on this document with your group members. See “communication” section for detailed expectations around communication in the group work component in this course.
2. Agree upon at least three (3) meeting times for each week during the term.
   1. Having meeting times will allow you to set aside time in your calendar to discuss your work and work collaboratively on group assignments.
3. Read and understand the expectations fully. By signing this document, you will be agreeing to these expectations.
4. After you read the document, complete the parts left blank in the sections in this document named:
   1. **Introduction**
   2. **File Management and Coordination**
   3. **Meeting Times and Participation in Group Discussions**, and
   4. **Signatures**
5. After all members of your group have signed, save this file as a PDF.
6. Submit the PDF on Brightspace in the assignment submission module named **Group Charter**.
   1. Every member of the group must submit the charter PDF on Brightspace.

**Communication**

1. As you are aware, you have been added to a separate Microsoft Teams workspace: **2170 groups (F21)**.
2. In this workspace, your group has been assigned to a **private channel**. This channel has your group members, your group TA, the course lead TA and Raghav.
3. **All group communication MUST be conducted in this private channel (item #2 above) assigned to your group.**
   1. Communication on other messenger applications will not be considered towards participation in this course.

**Charter Introduction**

We, the group named Iron Man 5, agree with the information documented in our group charter, and will try our best to uphold this charter. By signing this document, we indicate our commitment to our group and the expectations stated in this charter.

**Group Roles**

We uphold role equality in this group. Every member in this group is equal as everyone is here to learn. We all take on the role of developers and may take turns coordinating the efforts of our group.

**File Management (for Group Assignments) and Coordination**

We will use GitLab/MicrosoftTeams as the main tool to coordinate group work. We will use this tool to save our files for our group work as we work on the group assignments (before submission on Brightspace).

For coordination of group work, we will use our group’s private channel on the Microsoft Teams workspace to which we have been assigned.

**Code of Conduct**[[2]](#footnote-2)

1. **Be Considerate**Any decision we take will affect peers on this group, and we will take those consequences into account when making decisions.
2. **Be Respectful**  
   The team and its members treat one another with respect. Everyone can make a valuable contribution to the team. We may not always agree, but disagreement is no excuse for poor behavior and poor manners. We might all experience some frustration now and then, but we cannot allow that frustration to turn into a personal attack. It's important to remember that a team in which people feel uncomfortable or threatened is not a productive one. We expect members of the team to be respectful when dealing with other team members as well as with people outside the team, such as the instructor.
3. **Take Responsibility**We can all make mistakes; when we do, we take responsibility for them. If someone has been harmed or offended, we listen carefully and respectfully, and work to right the wrong.
4. **Be Collaborative**Our group assignments may be a complex whole made of many parts. Collaboration between team members – each of whom has their own goals – is essential; for the whole to be more than the sum of its parts, each part must make an effort to understand the whole.
5. **When we disagree**Conflicts in our community can take many forms. Disagreements, both social and technical, are normal, but we do not allow them to persist and fester leaving others uncertain of the agreed direction.  
     
   We expect individuals to first try to resolve conflicts between themselves in a constructive manner, asking for help when needed. This approach gives people more control over the outcome of their dispute.  
     
   If that fails, we escalate the matter to the course instructor to step in and provide clarity and direction. See **Respect and Team Conflicts** section for details.

**Respect and Team Conflicts**

Dalhousie and the Faculty of Computer Science have rules regarding respect and guidelines on how students should conduct themselves in a group setting (see <https://cs.dal.ca/corecs> for the Culture of Respect guidelines; see Code of Conduct section above). We intend to respect these rules and promote an environment in which students can learn and achieve their academic goals. It is every team member's responsibility to observe and enforce these rules.

Conflicts can take many forms, from someone having a bad day and using harsh and hurtful language in the issue queue, to more serious (and very rare) instances such as sexist/racist statements or threats of violence, and everything in between.

As mentioned in the Code of Conduct section above, as equal members of the group, we will first try to resolve conflicts in a constructive manner, asking for help from the group TA or course instructor when needed. This approach gives people more control over the outcome of their dispute.

*If this fails, or if the concerned member(s) is uncomfortable in resolving the conflict themselves, then the concerned member(s) must report the conflict to the course instructor for resolution*.

**Meeting Times and Participation in Group Discussions**

We agree upon the following meeting times during the week. We agree to set aside these times to work on this course group work.

If one of us is unavailable to discuss – either during the meeting times or in our group’s private channel on Microsoft Teams in general – we will communicate this to the rest of the group as soon as we can.

If we do not communicate with the group for longer than two (2) weeks, we understand that our group members will communicate this to our course instructor to provide direction.

|  |  |
| --- | --- |
| **Time** | **Location** |
| Monday 1:00pm – 2:30pm (Halifax Time) | Microsoft Teams only – either chat or call |
| Wednesday 12:00pm-1:30pm (Halifax Time) | Microsoft Teams only – either chat or call |
| Sunday 6:30pm-8:00pm (Halifax Time) | Microsoft Teams only – either chat or call |

**Signatures**

***All team members must sign and date this charter.***

Signing this document indicates that our group members have read and agreed upon the contents of this document.

|  |  |  |
| --- | --- | --- |
| **Name** | **Signature** | **Date** |
| Ted Graveson | T. Graveson | 10/17/2021 |
| Weicheng Hu | W. Hu | 10/17/2021 |
| Thomas Stolz | T. Stolz | 10/17/2021 |
| Md Maruf Uzzaman | MZ | 10/18/2021 |

1. *This group charter is based on the charter for CSCI Projects Courses (CSCI 2691/3691/4691) and on the charter for CSCI 1800 developed by Dr. Aaron Wright.* [↑](#footnote-ref-1)
2. Based on Codes of Conduct for Ubuntu (<https://www.ubuntu.com/about/about-ubuntu/conduct>), Drupal (<https://www.drupal.org/dcoc>), Django (<https://www.djangoproject.com/conduct/enforcement-manual/>), and Humanitarian ID (<https://about.humanitarian.id/code-of-conduct/>). [↑](#footnote-ref-2)