

# CIS 485 - GROUP CONTRACT

Group Number + Name \_\_\_\_\_ Date \_\_\_\_\_

## Instructions

1. **Connect with group members.** Contact all members to establish communication.
2. **Schedule a 90-minute meeting.** All members must attend. In-person meetings are strongly recommended.
3. **Prepare in advance.** Each member should review the contract questions beforehand and bring ideas to discuss.
4. **Complete the contract.** During the meeting, write detailed responses to all questions.
5. Signatures required. Each member must sign the document (electronic signatures are acceptable).
6. **Submit one copy.** Only one group member needs to submit the final PDF on behalf of the group.
7. **Instructor approval.** Your assigned instructor will review the submission. Revisions may be required before approval is granted. Approval is mandatory before your group can proceed with the project.

## Changelog

Version 1.0: Initial group contract (**Date:** \_\_\_\_\_)

## Group Roles

1. What secondary roles will each group member take on (**all group members are counted as Software Developer in their primary role**; their secondary role is an add-on to ensure smooth operation of group flow)
  - a. Secondary roles include (but not limited to): Project Manager (required), Lead Writer, Game Designer, Documentation Lead, Quality Assurance, Graphics designer, etc.
  - b. *Note: One person must take on the role of a **Project Manager** (This is a person in charge of coordinating communication/scheduling meetings between all group members. This individual will also be the liaison between the teaching group and the group. **Having this role does NOT imply more power in decision making over other group members**)*

2. How will tasks be assigned and rotated among group members?
3. Who will be responsible for ensuring that the group meets deadlines?

### **Group Communication**

4. What is the preferred method of communication (e.g., email, messaging app, in-person meetings)?
5. How often will the group meet, and at what times? Be as specific as possible.
6. How will the group handle communication with the instructor? (only 1 person should be representing the group)
7. What method will be used for setting and following meeting agendas?
  - a. Who will set each agenda? When? How will group members be notified/reminded?
  - b. Who will be responsible for the group following the agenda during a group meeting?
  - c. What will be done to keep the group on track during a meeting?
8. What process will the group use for tracking progress and updates (e.g., project management tools, weekly reports)?

### **Group Decision Making**

9. How will decisions be made within the group (e.g., consensus, majority vote, leader decision)?
10. What process will be used if the group is unable to reach a decision? (e.g. how will conflicts or disagreements be resolved?) Be as specific as possible.

### **Group Work Quality**

11. What are the group standards? (What is a realistic level of quality for code, presentations, collaborative writing, individual research, preparation of drafts, peer reviews, etc.):
12. What strategies will be implemented to review and test each other's work?

### **Group AI Usage Policy**

13. Will the group use AI tools (e.g., code generators, AI-assisted writing, debugging tools) in the project?
  - a. If yes, specify which tools are permitted as part of the group work
  - b. If not, specify the reasons as to why. The following questions in this section can be skipped.
14. What are the guidelines for using AI tools to ensure ethical and responsible usage?
15. How will the group ensure that AI-generated content meets the required quality standards and does not violate academic integrity?
  - a. How will AI-generated work be reviewed and validated by group members?
  - b. Who will be responsible for verifying the accuracy and quality of AI-assisted outputs?
16. What steps will be taken if AI tools are used inappropriately?
17. What are the consequences of failing to disclose AI usage by a group member to others? (including group members/course teaching team)
18. How will AI usage be factored into assessing individual contributions?

### **Group Participation and Accountability**

19. What are the expectations for attendance at meetings and participation in group activities?
20. What is the expected level of contribution from each group member?
21. How will the group address situations where a member is not contributing equally?  
Be as specific as possible.
22. What is the expected level of communication of each group member? What is the expected response time (provide a specific number, e.g. hours, days, etc.)
23. How will the group ensure (minor and major) deadlines are met?

### **Group Conflict Resolution / Consequence for Failing to Meet Expectations**

**Note: You MUST develop a team-based process to resolve conflicts internally before contacting the instructor.**

24. What steps will the group take if a conflict arises that the group cannot resolve internally?
25. What are the agreed-upon consequences if a group member fails to meet their commitments?
26. How will the group handle continued infractions or lack of participation by a group member?

## Signatures

I have actively contributed to the development of the standards, roles, and procedures outlined in this contract, ensuring that they reflect the collective expectations and goals of the group. I fully acknowledge my responsibility to adhere to all the terms and conditions specified within this document. I understand that my commitment to these terms is essential for the success of the group and the quality of our collective work.

Furthermore, I am aware that any failure on my part to comply with these agreed-upon terms will result in the enforcement of the specified consequences, which may include reassignment of roles, reduction of individual grades, or other measures necessary to maintain the integrity of the group's work. Additionally, I understand that the teaching group reserves the right to impose further penalties, such as grade deductions or formal warnings, in response to any breaches of this contract.

By signing below, I affirm my commitment to these responsibilities and the success of our group.

| Full Name | Signature | Date |
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