# Group Charter Template

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## Group Members

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

| Name | Preferred Contact Method | Back-Up Contact Method | Email(@gmail.com) | WhatsApp/Phone |
|---|---|---|---|---|
| Mingran Chen | Discord | Email | mingranchen1026 | 647-573-5549 |
| Shenice Thomas | Discord | Email | shenicethomas97177 | 647-457-6772 |
| Peter Ayade | Discord | Email | ayadepete19 | 647-916-7439 |

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## Goals

Our goal is to complete the EECS 4461 team project as a united group, fostering friendly and efficient cooperation. This deliverable establishes our foundation by defining team roles, setting expectations, and outlining our research topic. Through the Team Expectations Document, we ensure clear collaboration, while the Topic Idea Document formalizes our chosen phenomenon, demonstrating AI-to-AI and AI-to-human interactions. By integrating background research and project infrastructure, we aim to achieve strong results while maintaining effective teamwork.

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## Ground Rules

These define what group members expect from one another and the norms they agree on regarding behaviors and actions.

**Communication**

- Use Discord as the primary method for team communication.

- Share notes, resources, and ideas to benefit the entire group.

- Address conflicts respectfully and directly with the involved members.

- Be accountable for completing assigned tasks on time.

- Practice active listening by being open to different perspectives and ideas.

- Speak one at a time and allow others to finish before responding.

- Maintain a positive and solution-focused mindset.

- Communicate if you need help or cannot complete a task by the deadline.

**Meetings**

- Agree on a recurring meeting time that works for everyone.

- Arrive on time and prepared with relevant materials.

- Meetings should have specific objectives:
    - Brainstorming

    - Progress updates

    - Decision-making

    - Troubleshooting

- Set expectations for what needs to be done before the next meeting.

- If a meeting can't happen as scheduled, ensure a backup plan for rescheduling.

**Deadlines**

- Set clear deadlines and milestones for group tasks.

- Schedule progress check-ins before the final deadline to ensure everyone stays on track.

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## Care Statement

We will build a plan that works for everyone by keeping in touch with each other regularly via Discord and email. We will make sure we work on a schedule that ensures the mental and physical health of the players.

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## Group Roles

| Group Member | Role | Scope of Role |
|---|---|---|
| Mingran Chen | Checker / Arbitrator | Help final check the works before submitting and make sure the team is working well. |

| Group Member | Role | Scope of Role |
|---|---|---|
| Shenice Thomas | Devil's Advocate | Help keep discussions balanced and make sure that the group makes good decisions by keeping an open mind to ensure all aspects of the project are properly addressed. |
| Peter Ayade | Project Manager / Strategist | Planned the group's approach, helping with structure and decision making as well as facilitating organization and communication amongst group members. |

## Deliverables & Deadlines

| Deliverable | Deadline | Lead(s) |
|---|---|---|
| DEL 1.A: Team Expectations Document | 2025/01/31 | All |
| DEL 1.B: Topic Idea Document | 2025/01/31 | All |
| DEL 1.C: Group Member Peer Evaluation & Individual Reflection | 2025/01/31 | All |

## Performance Agreement

If a team member fails to complete reasonable work as required, then the team member will be required to take on more work in the future to make up for the mistake. If a team member is absent multiple times, this will be reported to the professor.

## Signatures to the Agreement

Each team member agrees to the above expectations by signing below:

| Team Member | Signature |
|---|---|
| Mingran Chen | *Mingran Chen* |
| Shenice Thomas | *Shenice Thomas* |
| Peter Ayade | *Peter Ayade* |

## References

Original Contract Template

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