

SENG 300 P- 2

Accountability Contract



Table of Contents

Disclaimers	2
Roles and Responsibilities	3
Participation Expectations	13
Handling Unfulfilled Duties	14
Consequences for Lack of Contribution	15
Dispute Resolution	17
Notes of Mention	18
Signatures	19

Disclaimers

All team members are required to review and sign this document before the start of **Iteration 2** of this project. By signing, you acknowledge that you have thoroughly read and understood all clauses contained within this contract.

This document outlines the expectations, responsibilities, and consequences associated with each member's participation in the project. If a situation arises where the terms of this contract need to be enforced, the Team Leads and the Project Manager reserve the authority to do so at their discretion. This may include, but is not limited to, enforcing penalties, issuing warnings, or adjusting individual grades, and peer evaluations accordingly.

By signing this contract, you voluntarily agree to comply with all conditions and accept any consequences detailed within, should you fail to meet the outlined expectations. Failure to sign this document will delay the progression of this project, as no work can begin until all twenty-five members have signed. If you require further elaboration on clauses, you must contact the Project Manager or the Team Leads as soon as possible.

This contract is binding for the duration of the project and is subject to revision if deemed necessary by the Team Leads and Project Manager. Any amendments will require acknowledgement and re-signing from **all** project members before taking effect.

Roles and Responsibilities

Abdulrahman Negmeldin (30204221)

Iteration 2

Team(s): Design Review

Roles and Responsibilities:

- Team Lead
- Create accountability contract with other Team Leaders
- Mainly work on core system design review, available for shuffling to help elsewhere
- Website backend

Iteration 3

Team(s): Game Logic & Integration

Roles and Responsibilities:

- Team Lead - Game Logic
- Checkers Game Logic
- Chess Game Logic
- Website backend
- Integration

Adam Chan (30175269)

Iteration 2

Team(s): Game Logic & Design Review

Roles and Responsibilities:

- Mainly work on structure review

Iteration 3

Team(s): Game Logic

Roles and Responsibilities:

- Checkers Game Logic
- Chess Game Logic

Alia Shahid (30215541)

Iteration 2

Team(s): Design Review Team

Roles and Responsibilities:

- Mainly work on reviewing diagrams

Iteration 3

Team(s): Authentication & Profile

Roles and Responsibilities:

- Create stubs for MFA

- Create stubs (or basic code) for captcha test
- If time permits, work on additional tasks outlined in the project planning document (especially those relate to mfa and captcha)

Amina Abdi (30204158)

Iteration 2

Team(s): Feature Proposal

Roles and Responsibilities:

- Contribute to feature proposal #2
- Begin iteration 3 tasks (time permitting)

Iteration 3

Team(s): Authentication & Profile

Roles and Responsibilities:

- Implement code for editing account (display name, phone #, email, password)
- Work with Tri to establish requirements of password (length, special characters, etc)
- If time permits, work on additional tasks outlined in the project planning document

Amr Ibrahim 30219524

Iteration 2

Team(s): Planning Analysis

Roles and Responsibilities:

- Begin writing code for games (GUI elements)
- Create timeline document and define dependencies
- Help in the creation of project planning

Iteration 3

Team(s): GUI

Roles and Responsibilities:

- Work on code for GUI. Responsibilities may vary based on time

Arwa Al Mousawi (30226959)

Iteration 2

Team(s): Editorial and Documentation

Roles and Responsibilities:

- Work on writing up the documentation based on other teams work
- Begin writing code for games (GUI elements)
- Help with website frontend (Sprites and designs)

Iteration 3

Team(s): GUI

Roles and Responsibilities:

- Work on code for GUI. Responsibilities may vary based on time
- Help with website frontend and updates as necessary

Ayan Siddiqui (30210711)

Iteration 2

Team(s): Design Review

Roles and Responsibilities:

- Team Lead
- Create accountability contract with other Team Leaders
- Work on whatever aspect needs extra members in Design Review

Iteration 3

Team(s): Game Logic, Integration

Roles and Responsibilities:

- Team Lead - Game Logic
- System Designer
- Connect-4 Game Logic
- Chess Game Logic
- Integration

Charls Coronel (30228810)

Iteration 2

Team(s): Design Review

Roles and Responsibilities:

- Mainly work on Structure Review

Iteration 3

Team(s): Game Logic

Roles and Responsibilities:

- Checkers Game Logic
- Chess Game Logic

Elijah Mickelson (30211705)

Iteration 2

Team(s): Feature Proposal

Roles and Responsibilities:

- Team Lead
- Create accountability contract with other Team Leaders
- Draft initial proposal for feature #1 that includes a high-level description of its purpose and impact on the project

Iteration 3

Team(s): Leaderboard & Matchmaking, Integration

Roles and Responsibilities:

- Team Lead - Leaderboard & Matchmaking
- Player code for statistics handling (integrate with Game Logic team)
- Ensure teammates' code integrates properly with other teams

Emily Morozoff (30209416)

Iteration 2

Team(s): Editorial and Documentation

Roles and Responsibilities:

- Work on writing up the documentation based on other teams work
- Begin writing code for games (GUI elements)

Iteration 3

Team(s): GUI

Roles and Responsibilities:

- Work on code for GUI. Responsibilities may vary based on time

Ethan Switzer (30204732)

Iteration 2

Team(s): Feature Proposal

Roles and Responsibilities:

- Create accountability contract with other Team Leaders
- Team Lead - Feature proposal team
- Contribute to feature proposal #2, ensure document is professional and well done

Iteration 3

Team(s): Authentication & Profile, Integration

Roles and Responsibilities:

- Team Lead - Authentication & Profile
- Implement code for administrator
- Coordinate with and direct group members to ensure proper code implementation
- Ensure teammates' code integrates properly with other teams
- If time permits, work on additional tasks outlined in project planning document

Harderick Dhillon (30205081)

Iteration 2

Team(s): Feature Proposal

Roles and Responsibilities:

- Contribute to feature proposal #1, specifically with regards to how it can be implemented

Iteration 3

Team(s): Leaderboard & Matchmaking

Roles and Responsibilities:

- Leaderboard creation code
- Work with Logan and Nebila on matchmaking if necessary
- If time permits, work on additional tasks outlined in project planning document

Hatem Chehade (30223615)

Iteration 2

Team(s): Planning Analysis

Roles and Responsibilities:

- Meet with other teams as to plan Networking implementation
- Review previously written documentation, and create more
- Help create diagrams for networking
- Help in the creation of project planning
- Help in the development of networking stubs
- Create timeline document and define dependencies

Iteration 3

Team(s): Networking

Roles and Responsibilities:

- Help with the development of networking stub code
- If doing functional networking, aid with the code
- Final review of networking documentation
- Help other teams if need be/time permissive

Hoang Bach Phan (30222218)

Iteration 2

Team(s):

Roles and Responsibilities:

- Contribute to feature proposal #1
- Begin iteration 3 tasks (time permitting)

Iteration 3

Team(s):

Roles and Responsibilities:

- Implement code for guest player class
- Work with Nebila to implement matchmaking with guest players
- If time permits, work on additional tasks outlined in the project planning document

Logan Olszak (30221927)

Iteration 2

Team(s): Feature Proposal

Roles and Responsibilities:

- Draft initial proposal for feature #2 that includes a high-level description of its purpose and impact on the project

Iteration 3

Team(s): Leaderboard & Matchmaking

Roles and Responsibilities:

- Create the skeleton of matchmaking code for casual (friend vs. friend) and ranked (online) matchmaking
- Work with Nebila to use player skill evaluations (Elo) to ensure that online matches are balanced
- If time permits, work on additional tasks outlined in the project planning document

Muhammad Hassan Uddin Haider (30217419)

Iteration 2

Team(s): Design Review

Roles and Responsibilities:

- Mainly work on reviewing diagrams

Iteration 3

Team(s): Authentication & Profile

Roles and Responsibilities:

- Create stubs for database interaction
- Create basic database encryption system
- If time permits, work on additional tasks outlined in the project planning document

Nebila Wako (30203751)

Iteration 2

Team(s): Feature Proposal

Roles and Responsibilities:

- Contribute to feature proposal #2, specifically with regards to how it can be implemented

Iteration 3

Team(s): Leaderboard & Matchmaking

Roles and Responsibilities:

- Implement player skill calculation based on match outcomes
- Work with Logan to implement skill-based matchmaking
- If time permits, work on additional tasks outlined in project planning document

Nova Driscoll (30211940)

Iteration 2

Team(s): Planning Analysis

Roles and Responsibilities:

- Team Lead
- Create accountability contract with other Team Leaders
- Meet with other teams as to plan Networking implementation
- Direct team members and ensure they remain focused on required tasks
- Review previously written documentation and create more
- Help in the creation of project planning
- Problem/conflict resolution
- Help in the development of networking stubs

Iteration 3

Team(s): Networking & Integration

Roles and Responsibilities:

- Team Lead
- Help with recording/editing demo video
- Help with the development of networking code
- If doing functional networking, supply the non-code elements (logistics/hosting)
- Final review of networking documentation
- Help other teams if need be/time permissive
- Meet with other teams as to plan Networking implementation
- Direct team members and ensure they remain focused on required tasks
- Problem/conflict resolution

Saqib Mazhar (30209774)

Iteration 2

Team(s): Editorial and Documentation

Roles and Responsibilities:

- Work on writing up the documentation based on other teams work
- Begin writing code for games (GUI elements)

Iteration 3

Team(s): GUI

Roles and Responsibilities:

- Work on code for GUI. Responsibilities may vary based on time

Shakil Hussain (30207936)

Iteration 2

Team(s): Editorial and Documentation

Roles and Responsibilities:

- Project Manager
- Team Lead (Editorial and Documentation)
- Create accountability contract with other Team Leaders
- Website frontend
- Review written documentation for other teams to submit
- Begin writing code for games (GUI elements)
- Plan meetings (inter-team and intra-team)
- Update planning documents
- Review final submission
- Direct team to adhere to due dates
- Conflict resolution

Iteration 3

Team(s): GUI, Integration

Roles and Responsibilities:

- Project Manager
- Team Lead (GUI and Integration)
- Website frontend
- Work on code for GUI. Responsibilities may vary based on time
- Update planning documents
- Review final submission
- Direct team to adhere to due dates
- Conflict resolution

Sultan Alzoghaibi (30178597)

Iteration 2

Team(s): Planning Analysis

Roles and Responsibilities:

- Meet with other teams as to plan Networking implementation
- Help in the creation of project planning
- Help in the development of networking stubs
- Create timeline document and define dependencies
- Research functional networking implementation

Iteration 3

Team(s): Networking

Roles and Responsibilities:

- Help with the development of networking stub code
- If doing functional networking, aid with the code
- Final review of networking documentation
- Help other teams if need be/time permissive

Tri Nguyen (30212506)

Iteration 2

Team(s): Authentication & Profile; & Feature Proposal

Roles and Responsibilities:

- Contribute to feature proposal #1
- Begin iteration 3 tasks (time permitting)

Iteration 3

Team(s): Authentication & Profile

Roles and Responsibilities:

- Implement code for creating an account
- If time permits, work on additional tasks outlined in the project planning document

Uzair Ansari (30205691)

Iteration 2

Team(s): Planning Analysis

Roles and Responsibilities:

- Meet with other teams as to plan Networking implementation
- Review previously written documentation, and create more
- Help create diagrams for networking
- Help in the creation of project planning
- Help in the development of networking stubs
- Create timeline document and define dependencies

Iteration 3

Team(s): Networking

Roles and Responsibilities:

- Help with the development of networking stub code
- If doing functional networking, aid with the code
- Final review of networking documentation
- Help other teams if need be/time permissive

Yousif Bedair (30192738)

Iteration 2

Team(s): Design Review

Roles and Responsibilities:

- Mainly work on core system design review

Iteration 3

Team(s): Game Logic

Roles and Responsibilities:

- Connect 4 Game Logic
- Chess Game Logic

Zhuo Xi Hong [Gordon] (30213715)

Iteration 2

Team(s): Design Review

Roles and Responsibilities:

- Shuffle to help with whatever design review needs more help

Iteration 3

Team(s): Game Logic

Roles and Responsibilities:

- Tic Tac Toe Game Logic
- Chess Game Logic

Participation Expectations

Team members are expected to communicate with others consistently in a respectful manner, whether it be online, in-person, and especially during meetings in-person or on Discord. Collaboration should include members being open-minded and having continuous dialogue to come to agreement on how the project should go forward, rather than making decisions on behalf of others. This includes respectfully discussing ideas and giving them an honest consideration rather than acting independently.

Individuals should communicate absences which would impact meeting attendance or deadlines as soon as possible, whether these situations are unexpected or pre-planned. It is expected that if a team member anticipates unavailability, that this is communicated to their team before it occurs, as to help plan around these events. (appointments, family gatherings, etc.) The member will likely not be asked to provide evidence for their absence, unless trust given to them has been broken. In the event of unforeseen circumstances (illness, family emergency, etc.), please communicate your absence as soon as possible to your team and (if possible) give an estimation of your next availability. Members who miss meetings due to any of the mentioned reasons above are expected to then ask for an update on what they missed and get back on track with the rest of the team. This way, a single member's absence does not have to impact the entire team's progress. Conversely, Team Leads should ensure that this member is well equipped to get back on track and offer support where needed.

If you feel as if you are unable to meet a deadline, inform your team members immediately as they can help you complete your work or adjust the timeline accordingly. Open communication is the key to success, and it is essential to have continuous dialogue with your teams regarding progress. Every member is expected to contribute to their team's work. This includes completing all tasks outlined to you in this document as well as any tasks that may be pushed to you by your Team Lead. Should there be a reason as to why a member cannot take on an extra task handed to them by their Team Lead, they should communicate this clearly and provide reasons to their Team Lead. This way Team Leads can find a solution, rather than leading to a situation where the member agrees to the task but cannot get it done. Every member of each team should aim to have their three weekly commits in a timely manner, with work that satisfies the current need of their team and the other teams.

Every member may freely contribute ideas for the overall project directed at their Team Lead(s) who will then take it up with other Team Leads and the Project Manager. However, this does not guarantee their idea being implemented. Should it be an idea that may drastically change the course of the project, given that Team Leads and the Project Manager agree on it, a referendum must be held to leave the ultimate decision up to all members of the group.

Handling Unfulfilled Duties

In the event that a member of the group is incapable of fulfilling their tasks for any reason, their work shall be redistributed among their team by the Team Lead. If it becomes a habit of a member to not complete work on time, or to not respond to messages from their group members and/or Team Lead, without prior communication as to why, they may receive penalties in the form of grade deductions or lower peer evaluation scores. This is within the rights of your Team Lead and group members. Penalties will be outlined in “Consequences for Lack of Contribution”.

Should a Team Leader be incapable of fulfilling their duties, their role shall be taken on by a member chosen by the Team Leader and/or Project Manager. The interim leader is expected to take on tasks that may include but may not be limited to:

- Helping other teams if need be
- Meet with other teams
- Direct team members and ensure they remain focused on required tasks
- Problem/conflict resolution
- Updating planning documents
- Reviewing/assisting with final submissions if necessary

If a Team Leader is incapable of choosing an interim Team Leader, one shall be chosen by the Project Manager. If the Team Lead(s) and Project Manager find that an interim Team Lead is unable to complete their duties effectively, they reserve the right to replace them with someone who can. In the event that the Project Manager is incapable of fulfilling their tasks, their duties shall be passed on to the group of Team Leaders.

Consequences for Lack of Contribution

Lack of Effort or Failure to Meet Deadlines

Each team member is expected to fulfill the roles and responsibilities outlined in earlier sections. These tasks may involve collaboration with your teammates, Team Lead, or members of other teams. Team Leads reserve the right to shuffle tasks to other group members if they require it, so long as there are reasonable expectations given such a task shuffle. Team Leads may only shuffle tasks within their own respective teams. If there is a need for moving members around, this must be done with the consent of the member unless there is a dire need for the task to be completed ASAP. In the event that someone you are collaborating with is not meeting expectations, members are expected to communicate this with the Team Leader, who will take appropriate measures to ensure that the project remains on schedule. These measures may include:

- **Grade adjustment:** The underperforming member will receive a **reduced final grade**. In the event that a member is underperforming, the Team Leader will suggest a specific grade adjustment for the team member. If at least 2/3 of the team (excl. the Team Leader and the member in question) explicitly state that they agree with this adjustment, then the adjustment will be reflected in the Individual Grade Adjustment Sheet. This adjustment must also be run by other Team Leads and the Project Manager in order to have an unbiased opinion formed on whether such a grade adjustment is fair or not.
- **Peer evaluation deductions:** Your team members reserve the right to give you a lower peer evaluation score if they believe that you were lacking in a specific category. Team members are still required to give adequate justification for such deductions within the peer evaluation document itself.
- **Additional Duties for P3:** If the group members agree that a member is underperforming, the Team Leader may ask them to take on additional tasks in Iteration 3. In the event that they do not follow up on this, they may receive another grade adjustment deduction and/or peer evaluation deductions from the members of their group.

Lack of Communication

In the event that a group member is difficult to contact or does not communicate properly with their team members and/or Team Lead, they may be subject to the same penalties listed above. It is important for a group member to try to communicate any foreseeable issues that may inhibit their communication to their Team Lead. This way, they may try to find a workaround that allows the member to still get their work done even if their communication is inhibited. Otherwise, penalties listed above may be invoked. Members are expected to respond to messages in a timely manner. If it is requested for some sort of

confirmation or acknowledgement, members are also expected to do so within reasonable time.

Missed Meetings

It is expected that each team will have a meeting around once per week to ensure that the project is on schedule. All members are expected to attend these meetings. The Team Leaders will work with their team members to organize these meetings at times that work with everyone. In the event that a team member is **unexpectedly absent** from a meeting (and cannot prove the existence of any extenuating circumstances that justify leniency or make up for it in some other fair way that is agreed upon by all parties involved and signed off on by the Project Manager), **their grade will be adjusted by -0.5**. This adjustment can occur multiple times if the member misses multiple meetings, but will be rounded up to the nearest whole value. If you can not make a meeting for whatever reason, and you have informed your team and have an excused absence, your Team Lead will communicate to you the contents of the meeting so that you may remain up to date. This may be done in one of several ways and your Team Lead will decide which way is best for each basis. See the following table for an example of how missed meetings might affect your final grade:

# missed meetings	grade adjustment	initial grade	resulting grade
0	0	A	A
1	0	A	A
2	-1	A	A-
3	-1	A	A-
4	-2	A	B+

Dispute Resolution

If any disputes or issues arise within a group, members should try to solve them civilly before escalating to their Team Lead. If the Team Lead can not control the situation, other Team Leads or the Project Manager may be called to resolve the dispute. If an issue arises between members of separate groups, Team Leads and/or the Project Manager will step in and do their best to solve said issues. Members of all groups are requested to not attempt to “go over someone’s head”, this behaviour will not be tolerated. If an issue arises between a team member and their own Team Lead(s), similar to above cases, the involvement of other Team Leads and/or the Project Manager will be invoked to attempt to reduce escalation.

Should there be a situation where things escalate between all parties involved and those who were meant to resolve it (Team Lead(s) and/or Project Manager), the rest of the team may select any member they see fit to act as an interim Human Resources Specialist to attempt to resolve the situation themselves. Should the members fail to adequately select an individual for this role, one or more team member(s) may take it upon themselves to act as such.

If the dispute is within the Group’s Discord Server, the Project Manager can and may use their Administrative power to time-out members involved for a temporary time period in order to allow them to cool down.

Should the dispute be between the Project Manager and another group member, the remaining Team Leads may collectively use their power to temporarily veto any of his decisions at the moment; they may also replace him with an interim Project Manager or a permanent one – although unlikely – depending on the severity of the dispute.

If there are issues that cannot be resolved within the team, the Team Leads and Project Manager will approach the Head TA. If the Head TA can not solve the dispute, it can be escalated to the Professor/Instructor.

Conflict Escalation Chart

Team members → Team Lead(s) → Project Manager and the involvement of other Team Leads for a full unbiased evaluation → Head TA (Parisa Daeijavad) → Professor Steve Sutcliffe

Notes of Mention

Code of Conduct

Members must always demonstrate respectful and professional behavior when interacting with team members, Team Leads and the Project Manager. We are a company and we expect everyone to adhere to this policy of being professional.

Academic Integrity

Members must adhere to the University of Calgary academic integrity policy. Members shall maintain academic integrity by avoiding plagiarism, unauthorized collaboration, and any form of academic dishonesty. All external sources, including code, data, or written content, must be appropriately cited.

Work Tracking

Throughout Iteration Two, using commit history and a worklog is not a suitable way to track work being done, especially given that there is no worklog deliverable. Hence, GitLab Issues Boards will be enforced. Members are expected to constantly update their issues on their group's respective Issues Board. This must be done and may be problematic if left unchecked, unlike with Iteration One. Furthermore, getting into such a habit is good to continue into Iteration Three as well.

GitLab Usage


Members of teams are required to work within their teams' designated branches when using GitLab to prevent conflicts in the main codebase. Team Leads will push their code to the GUI branch as necessary, and the GUI Team Lead will have the authority to push to the main branch. Should a circumstance result in a Team Lead being unable to push code to the GUI branch, if possible, they may leave the task up to another Team Lead who agreed to doing it, or the Project Manager. Should it be a situation in which a Team's Lead cannot give prior notice, the remaining Team Leads and Project Manager may make a judgement call based on the circumstances of the environment, while ensuring clear communication with that Lead's group so that they may be informed on the situation.


Deadlines

Deadlines will be firm as to not hinder the progress of other teams. If you have issues meeting these deadlines, you may speak to your Team Lead and they may invoke previously stated clauses within reasonable means to distribute work.


Signatures

By signing off, you agree to all the terms and conditions listed above within this contract.

	<u>Abdulrahman Negmeldin</u>	<u>March 11, 2025</u>
Signature	Full Name	Date

	<u>Adam Chan</u>	<u></u>
Signature	Full Name	Date


<u></u>	<u>Alia Shahid</u>	<u></u>
Signature	Full Name	Date

	<u>Amina Abdi</u>	<u>March 11, 2025</u>
Signature	Full Name	Date

<u></u>	<u>Amr Ibrahim</u>	<u></u>
Signature	Full Name	Date

	<u>Arwa Al Mousawi</u>	<u>03/11/2025</u> ☺
Signature	Full Name	Date

<u></u>	<u>Ayan Siddiqui</u>	<u></u>
Signature	Full Name	Date

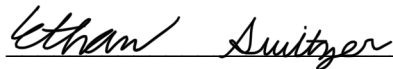
	<u>Charls Coronel</u>	<u>3/11/2025</u>
Signature	Full Name	Date

	<u>Elijah Mickelson</u>	<u>03/11/2025</u>
Signature	Full Name	Date


Signature

Emily Morozoff
Full Name

11/03/2025
Date


Signature

Ethan Switzer
Full Name

March 11, 2025
Date


Signature


Harderick Dhillon
Full Name

03/11/2025
Date

Signature

Hatem Chehade
Full Name

Date


Signature

Hoang Bach Phan
Full Name

11/03/2025
Date


Signature

Logan Olszak
Full Name

11/03/2025
Date

Signature

Muhammad Hassan Uddin Haider
Full Name

Date


Signature

Nebila Wako
Full Name

11/03/2025
Date


Signature

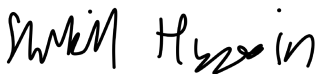





Nova Driscoll
Full Name

Mar. 11 2025
Date


Signature

Saqib Mazhar
Full Name

11-02-2025
Date

 Signature	<u>Shakil Hussain</u> Full Name	<u>11/03/2025</u> Date
 Signature	<u>Sultan Alzoghaibi</u> Full Name	<u>Mar 11 2025</u> Date
 Signature	<u>Tri Nguyen</u> Full Name	<u>Mar 11, 2025</u> Date
 Signature	<u>Uzair Ansari</u> Full Name	<u>Mar 11, 2025</u> Date
 Signature	<u>Yousif Bedair</u> Full Name	<u>03/11/2025</u> Date
 Signature	<u>Zhuo Xi Hong</u> Full Name	<u>03/11/2025</u> Date