

Group Contract

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Work Policy

1. All group members are expected to make a meaningful contribution to the final project. This does not mean that everyone needs to do the exact same amount of work, but everyone is expected to do some of the work towards completing the final product. All group members need to be active members.

2. All group members need to make some contribution on every milestone for the project, although the size of the contribution can vary from milestone to milestone. There is never a situation where someone is doing all of the work, or someone is doing none of it.

3. If a group member is assigned a task or job to complete within the final project, they are required to complete that task or job under any and all circumstances (barring significant personal emergencies). **If a member feels like they are not able to complete the work as promised and on-time, they are required to alert the rest of the group as soon as possible. Enough time needs to be given to other group members to assist with/take on some of the responsibilities of the overwhelmed member.**

4. All group members must complete their work in a timely manner, meeting deadlines set by either the group or the class. If exceptional circumstances arise, a group member can ask that their group-assigned deadlines be moved, but this is not possible for class-assigned deadlines.

5. In the event that three (3) group members feel that a fourth member is not doing sufficient work, they are required to address that group member with a proper complaint. Each member gets 2 warnings. They will be told that "the rest of us feel that you are not contributing enough to the project. Here are all the things that have been done, while you have only done this small portion of work. How do you plan on making a greater contribution to the project, knowing that if you do not take a greater share of the responsibility, we would be unable to put your name on the final submission? Doing so would be an act of academic dishonesty and the rest of us don't want to risk our academic standing." If after being warned twice the group member is still not contributing meaningfully to the project, the other members reserve the right to remove the delinquent member's name from the final product, or to take other actions, as necessary.

6. All group members are expected to agree on the quality of the assignments before they are submitted, and approve their submission. Group members must be collectively satisfied with the work done.

7. **All group work/contributions must be completed by Monday 11:59pm the day before a given submission is due. This is non-negotiable. It helps ensure that work is not still being completed at the last minute, so that if there are any technical problems in submitting the final assignment, there will be enough time to deal with them. All submissions will ideally be made the night before the project is due.**

Communication Policy

8. All group communications will be carried out over the messaging app Slack.

~~Group members are required to check the group Slack page as often as is practical while work on the project is being carried out.~~ **Group members are required to check Slack at least twice daily: once in the morning and once in the evening. This is required to ensure that all members are fully caught up on what is happening with the project. It also helps ensure that if any group member has a question, it will be answered promptly. During periods of heavy activity, such as in the days before a submission is due, group members are strongly encouraged to make themselves available on Slack as frequently as possible. Being out of contact for more a period of 24-hrs or more is unacceptable. Group members who routinely**

9. All group members should be easily reachable. Group members should respond promptly if addressed by other members of the group, or if there is a group-decision that needs to be made collectively.

10. If a group member is having trouble understanding a concept, writing code or completing a group assignment, they are responsible for asking their fellow group members or course leaders for help. Not seeking out assistance, or waiting until it is too late, is not permissible.

11. If a group member has any concerns or questions about the final project, they are required to discuss them with the rest of the group **as soon as possible**.

12. If a group member discovers any problem with the work being done, either technical, design-oriented or logistical, they are required to communicate it to the rest of the group as quickly as possible.

13. All group meeting dates and times will be decided upon unanimously by the group. Group members are expected to appear at all scheduled group meetings, and to be prompt. The idea of meeting will be brought up after every lecture, at least 3 times a week.

14. If any group member has an emergency arise hindering them from carrying out their share of the work, they need to inform the rest of the group as soon as possible.

Sharing Code

15. All group work will be stored on <https://github.com/ai223/Final-Project> **<https://github.com/ai223/final-project>**. Group members are encouraged to pull code from and push code to this repository as needed. **Group members should make commits early and often, so that there is a detailed working history for the project, should reversions need to be made.**

16. Upon making a new git commit, each group member is expected to include a clear and concise message regarding the work they did and the changes they made, making it as easy as possible for other group members to pick up from where they left off.

17. Any merge conflicts should be handled through discussion over Slack or at group meetings.

18. Group members are encouraged to branch from the Master branch as needed to test out any experimental code, although this is not crucial for this project.

19. **When making GitHub commits, group members need to be conscious about keeping file-sizes small, especially with regards to images. Committing too many large images, even if they don't end up in the website, will make the repository overly big and make pushing/pulling needlessly slow. Shrink your images!**

Miscellaneous

20. All group members are responsible for understanding the course material (e.g. all HTML, CSS, PHP and Javascript/jQuery code, design principles, etc.) and assignment specifications. This means that they must attend all classes/labs, or make up the missed material as necessary.

21. Any disagreements or differences of opinion regarding design or programming choices should be decided by a group discussion and debate, followed by an optional group vote. If the vote is a tie, a mutually chosen third-party (e.g. the target audience) can be approached for their tie-breaking decision.

22. All group members will perform grade-A level work for this project, which means going above and beyond on at least some portion of the project. The goal of the website is to get an "A+" grade, so all group members must aim for this target.

23. Roles each group member will have for a given stage or leg of the project will be decided when the group meets through mutual agreement and deliberation. Normally, roles will be assigned for each milestone, but tasks can change or be augmented as the need arises. If a group member feels like they want a different role than the one they received, they can bring it up with the rest of the group and ask for something different. In general, group members can rotate roles as the need arises.

24. If any new content needs to be added, modified or removed from/to this contract, changes will be implemented when all members of the group agree to the change.

25. If any group member comes late to a meeting, they will have to bring snacks for the next meeting taking places. This includes such things as chips, candy bars, and bite-sized brownies. No candy-corn, though, because it's disgusting.