

Group Number (assigned by TA):5**Tutorial Section** T04**Group Members:**

- 1) Enoch Tsang
- 2) James Inglis
- 3) Bea Esguerra
- 4) Moath Althawad

Group Procedures

1. Day, time, and place for regular **group meetings**:
 - ICT 3rd floor Friday @ 3pm
2. Preferred method of **communication** (e.g., e-mail, cell phone, wired phone, Blackboard Discussion Board, face-to-face, in a certain class) in order to inform each other of group meetings, announcement, updates, reminders, problems:
 - Facebook messenger group , e-mail reminders
3. **Decision-making policy** (by consensus? by majority vote?):
 - By majority vote.
4. Method for setting and following meeting **agendas** (Who will set each agenda? When? How will group members be notified/reminded? Who will be responsible for the group following the agenda during a group meeting? What will be done to keep the group on track during a meeting?):
 - Moath will set the agenda the night before our meeting based on our Facebook communications and the milestone laid down within our meetings. The group will be reminded of our meetings by a reoccurring google calendar reminder. The group will be kept on track by Moath moving through the agenda and ensuring the group addresses each talking point sequentially.
5. Method of **record keeping** (Who will be responsible for recording & disseminating minutes? How & when will the minutes be disseminated? Where will all agendas & minutes be kept?):
 - Bea will be responsible for the meeting minutes. Meeting agenda and minutes will be disseminated via a group dropbox with each meeting agenda/minutes saved as a pdf and organized by date.

6. Design your meeting minute template (see the last page for a sample template)
- We will use a modified version of the meeting minute template supplied

CPSC 441 Group Meeting Minutes

Date of Meeting	
Minutes Prepared By	
Location	
Attendance at Meeting	

Purpose

Meeting Notes

Task Assignments

Task	Assigned To	Due Date

Team Feedback

Group Expectations

Work Quality for Written Questions

1. What is a realistic level of quality?
 - Written submissions will fulfill all assignment requirements to the best of the groups ability. All written work will be grammatically correct, and spelling mistakes will be kept to a minimum.
2. Strategies to achieve the quality level (individual study and responsibility, group discussion, preparation of drafts, collaborative writing, etc.):
 - Written documents will be reviewed by each member of the group prior to submission to ensure that grammatical mistakes are caught and fixed.
 - To achieve the desired level of quality, milestone will be set for each delegated task and group members will be expected to meet these milestones. With each group meeting the status of each delegated task will be discussed by the group.

Work Quality for Wireshark Exercises

1. What is a realistic level of quality?
 - Wireshark exercise submissions will fulfill all assignment requirements to the best of the groups ability.
2. Strategies to achieve the quality level (running the Wireshark experiment, analysis of the traffic, group discussion, individual responsibility, preparation of drafts, collaborative writing, etc.):
 - To achieve the desired level of quality, milestone will be set for each delegated task and group members will be expected to meet these milestones. With each group meeting the status of each delegated task will be discussed by the group.

Work Quality for the Project

1. What is a realistic level of quality?
 - Project submissions will fulfill all project requirements to the best of the groups ability.
2. Strategies to achieve the quality level (project idea brainstorming, project proposal, project design, individual research, implementation, testing, preparation of report, collaborative writing, etc.):
 - To achieve the desired level of quality, milestone will be set for each delegated task and group members will be expected to meet these milestones. With each group meeting the status of each delegated task will be discussed by the group.

Group Participation

1. Strategies to ensure cooperation and equal distribution of tasks:
 - All tasks will be delegated in group meetings. Group communication will remain open using the Facebook messenger group. With each meeting the status of each task will be discussed.
2. Strategies for encouraging/including ideas from all group members (group maintenance):
 - Each group member will be asked their opinion for all talking points on the agenda. The group will consider all ideas.
3. Strategies for keeping on task (task maintenance):
 - The group will be kept on task during meetings by moving through the agenda and ensuring the group addresses each talking point sequentially. Milestones will be set at the beginning of each task to ensure the project remains on schedule.
4. Preferences for leadership (informal, formal, individual, shared):
 - Shared leadership

Personal Accountability

1. Expected individual attendance, punctuality, and participation at all group meetings:
 - Group members are expected to attend, and participate in all group meetings. If a member cannot attend a meeting or will be late, the group must be notified via the group chat prior to the meeting.
2. Expected level of responsibility for fulfilling group assignments, timelines, and deadlines:
 - Each group member will take responsibility for their portion of the assignment as well as the overall quality of the submission.
3. Expected level of communication with other group members:
 - Each group member will be expected to remain in communication with the group throughout each assignment. This communication will be primarily over the Facebook messenger group.
4. Expected level of commitment to group decisions and tasks.
 - Each group member will be expected to commit the requisite amount of time to complete their designated task. All members are expected to contribute to group decisions.

Consequences for Failing to Follow Procedures and Fulfill Expectations^

1. Describe, as a group, you would handle **infractions** of any of the obligations of this group contract:
 - Any obligation infractions will be discussed by the group at the next meeting. Depending on the severity of the infraction the group will decide how to proceed. The steps taken may include a request to redo a task.
2. Describe what your group will do **if the infractions continue**:
 - If the infractions continue the TA or professor may be contacted for help.

Please note that the instructors or teaching assistants are available to help groups deal with working through challenges after your group has made attempts to work through these challenges. The steps laid out above should clearly outline your internal group protocol for conflict resolution. After a minimum two documented attempts to resolve group conflicts the instructor will take over decision making to deal with group conflict. This may resolve in one person being removed from the group and being assigned an individual project.

- a) *I participated in formulating the standards, roles, and procedures as stated in this contract.*
- b) *I understand that I am obligated to abide by these terms and conditions.*
- c) *I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.*

- 1) *J. Inglis* date 22/01/16
- 2) *Bea Esquena* date 22/01/16
- 3) *Elon Tsarek* date 22/01/16
- 4) *[Signature]* date 22/01/16