

## Group Members

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## A.) Meeting schedule and information

1. The group will meet at minimum once a week, in-person, at 10:30-11:30 on Fridays.
2. The group may also choose to schedule additional meetings if deemed necessary, which must also adhere to this contract's rules.

### a.) Meeting Agenda

1. Meetings will begin by the leader checking in with every member (including themselves) to ensure they accomplished their assigned tasks, and to go over any information each member would like to present about those tasks (20 min).
  2. The leader will then review any existing or upcoming tasks, and make sure that the assigned member is comfortable completing the task within the allotted deadline (5 min).
  3. The meeting leader will then delegate new tasks to the group members (15 min).
  4. Meeting members will then be able to discuss or bring forward any concerns or group-relevant information, and any contract breaches will be resolved according to section E.) (max. 20 min).
  5. The meeting will adjourn after all items on the agenda have been addressed, and with the approval of all group members.
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## B.) Communication

1. Communication between group members will occur via a Discord group message.
  2. Communication between members via direct messaging is discouraged, and any direct messages relating to the group or group work must be shared with all group members.
  3. Members will be expected to respond to messages or communication involving them within 24 hours.
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## C.) Group behaviours expected of each member

### **a.) Temporal**

1. All group members will be punctual. Meetings will start five minutes after the agreed start time and everyone should be there and ready by then.
2. We should attend all meetings unless there are unavoidable events such as illnesses.
3. All group members will remain in the meeting until (a) all tasks for that meeting are completed, or (b) there is unanimous adjournment.
4. Breaks will be decided by unanimous consent, and breaks will not exceed twenty minutes in length.

### **b.) Procedural**

1. All group members will come to the meetings prepared by:  
(a) reading the assigned material (as much as possible), and  
(b) coming with ideas pertaining to the tasks and decisions to be made.
2. Tasks that group members agree to undertake should be completed to the agreed deadline. If it looks as though there will be a problem meeting a deadline, the person concerned should seek help from other members of the team in time to avoid a delay.
3. There will be an assimilation period at the end of the session to evaluate group mechanics and ensure that all tasks have been completed adequately. Each group member has the right to point out whether any of these rules are being broken.

### **c.) Behavioural**

1. The group will actively seek a consensus of opinion based on the opinions of every member.
2. Each member will take turns listening as well as talking, and active listening will be a strategy for all group discussions.
3. Sexist and racist remarks are not acceptable.
4. Aggressive and dominating behaviour is not acceptable.

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## **D.) Roles**

Roles will be decided and assigned during the first group meeting (Oct. 3, 2025) and will persist throughout all meetings, unless the group would like to replace a member in their role.

Tentatively, the roles in consideration are:

- **Project Leader:** At the beginning of a meeting, set sub-goals. These sub-goals will be presented to the group for a consensus of approval. The leader is also responsible for the presentation of the group material to the rest of the class. This role can be rotated between members in the group.

- **Secretary:** Responsible for taking in-session notes and keeping track of the time allotted to each discussion, and keeping the group aware of time remaining. The leader is responsible for deciding what to do when time is running out during a discussion.
  - **QA Engineer/ Tester:** ensures quality, finds bugs, writes test cases.
  - **DevOps Engineer:** manages deployment, CI/CD pipelines, and infrastructure.
  - **Software Developers:** builds and maintains the codebase.
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## **E.) Methods for resolving an impasse**

1. The group members will isolate areas of disagreement, and the group will come to a consensus. If no consensus is reached, proceed to Step 2.
  2. The group will decide the relevance or importance of the dispute via discussion and may postpone the conflict if its relevance or importance is deemed questionable or minimal by three or more members.
  3. The leader will decide the amount of time for discussion or arbitration before calling a vote.
  4. The leader will call a vote. Presuming all members are present for the vote, a stalemate should not occur. However, if the vote does end in a stalemate, the leader makes a final decision.
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## **F.) Member responsibilities outside of meetings**

### **a.) Expected Work**

1. During the first meeting after a milestone is completed, the next milestone's requirements will be assessed, and any required tasks will be delegated to meeting members, including any required deadlines.
  - a. Delegation will start by allowing members to assign themselves tasks, if agreed upon by all other members.
  - b. Following this, the leader will attempt to split up the required tasks among the members, with an equal workload for each member.
  - c. Finally, the leader will assign members to review any pending pull requests.

## **G.) Methods for resolving breaches in contract**

1. If a member is found to have breached any clause in this contract, the infraction will be noted and presented at the next meeting.
2. If a member breaches this contract on multiple occasions, the member will be placed on a 'probation' period starting from the next meeting and lasting 1 week.
  - a. During this probationary period, the infracting member must avoid breaching the clauses that caused them to be put on probation

- b. In the case that a member continues to breach this contract during the probationary period, the information regarding the infractions, and a copy of this contract will be provided to the course instructor. Any further actions not included here will then be made by the course instructor, if deemed necessary.

#### **H.) Updating and amending this contract**

1. Any group member can propose an update or amendment to this contract during a meeting.
2. In order for a proposal to be implemented into the contract, at least 4 out of the 5 members must agree with the proposal as it is written.
3. When a proposal is implemented, the updated contract will go into effect immediately