Group Contract for Recommendation Report (CMN 300)

Fill out this template with your team members by deleting the purple example text and replacing it with your own. The purple text is a sample only—you and your team might have your own formatting, policy, division of labour, and/or ideas that work better for you.

Team Members:

1. Adam Barre (501255032)

2. Benjamin To (501225316)

3.

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| **Team Member** | **Responsibilities** | **Additional Details (if applicable)** |
| Adam | * References * Conclusion * Recommendation * Answer part of the question * Research: Affected AI on student on tutoring and helping | Collect idea, documents, … to do the references. Everyone will send before week 9 |
| Benjamin | * Title page * Table of contents * Introduction * Answer part of the question * Research: AI privacy, policies, biases | Team meeting will be once a week on discord.  Collect everybody part and make a summary |
| Tiago Gomes | * Summary * Discussion * List of figures * Answer part of the question * Research: Comparison between AI and human. Affect when AI replace human | If we use images/charts, Tiago will make the list of figures and format the images with the text. |

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| **What is/are the goal(s) of our group?**  Grade we want on this project: 100  How far before the due date we want things done:  Research and APA references – end of Week 9  Rough drafts of research on Google doc – end of Week 10  Rough drafts of all Intro, Conclusion, Exec summary on Google doc – end of Week 11 All proofreading – Four days before due date Final draft – day before due date Everyone’s approval on final draft – 10pm on due date  Our guidelines on the use of generative AI:  We will use generative AI under policies 60  Other: resolve issues professionally—instead of getting mad, follow our procedure for contacting the instructor if one of us asks the prof a question, share the answer with everyone in the group share sources if we find something that another team member might find more useful |
| **What are our pressures, and what are our plans for dealing with them?**  Pressures  Midterm study for everyone  Plans  Ben – checking the progress every-week  Adam – proofreading everyone part  Tiago – check with professor  whole team – we’ll book an appointment with the Writing Centre for Week 11 after we finish our rough research drafts, we’ll proofread each other’s sections and proofread our own |
| **What are the strengths of each member of our group? How will we take advantage of them?**  Ben – organized -> will be in charge of organizing team meetings attention to detail -> will review everyone’s APA references and make the final references list  Adam – grammar, attention to detail -> will proofread whole document as well as her own sections  Tiago – researching -> will help others with research if they need it  good at formatting documents in Word -> will be the one to format our report |
| **What communication strategies will we use to communicate?**  Which software/platform/media: D2L boards, Instagram, Discord  What’s the maximum time we expect to wait for a response? 24 hours weekdays, 48 hours weekends or holidays, but after week 10, we will need to response quicker: 12 hours weekday. If emergency, call or  If there’s an emergency, how will we let each other know? If emergency, call or dm directly on Instagram |
| **What process will we follow if someone does not live up to their responsibilities?**  What will be our first step? Consult this group contract, discuss the issue  How many times will we try to contact them if they aren’t responding? How? Twice, first time Instagram, second time: call  How long will we wait if they don’t respond? Whatever the max time is (depends if it’s weekday or weekend/holiday)  What will we do if we disagree on how to complete the project? Vote, majority rules. If the minority refuses, contact the instructor  When will we contact the instructor? If someone hasn’t responded within the time, if we’ve voted and still can’t agree, if someone on the team has broken university policies, or if the deadline is within 24 hours and we have a problem |

**Initials/names** (type yours in a box to indicate that you agree to abide by the above)

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| BT | AB | TG |

**Date:** Oct. 21, 2024