Group Number (assigned by TA): ___4___   **Tutorial Section** _TO4_

Group Members:

1) Conlan Hanwell

2) Farzam Noori

3) Tyler Melan

4) BRIAN YEE

$\frac{10}{10}$

Group Procedures

1. Day, time, and place for regular **group meetings**:

    Tues, Thurs. after tutorial (6:00pm →)

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:

    Text and email

3. **Decision-making policy** (by consensus? by majority vote?):

    —Consensus

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?):

    - Agenda will be set in the last 10-15 minutes of the previous meeting

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?):

    - Records only to be kept in critical circumstances, will be recorded + kept by Conlan H.

6. Design your meeting minute template (see the last page for a sample template)

    1. 5 min, review tasks
    2. Clarify and stipulate tasks (15 min)
    3. Work (x time)
    4. Define next session tasks (10-15 min).

Group Expectations

Work Quality for Written Questions

1. What is a realistic level of quality?

   - Maximum quality for time available.

2. Strategies to achieve the quality level (individual study and responsibility, group discussion, preparation of drafts, collaborative writing, etc.?):

   - Maximizing and distributing tasks per realistic time allotment for this course.

Work Quality for Wireshark Exercises

1. What is a realistic level of quality?

   - As above

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.?):

   - As above

Work Quality for the Project

3. What is a realistic level of quality?

   - As above

4. Strategies to achieve the quality level (project idea brainstorming, project proposal, project design, individual research, implementation, testing, preparation of report, collaborative writing, etc.?):

   - As above

Group Participation

1. Strategies to ensure cooperation and equal distribution of tasks:

    - Group agreement on task distribution

2. Strategies for encouraging/including ideas from <u>all</u> group members (group maintenance):

    - Ensurance of participation by all group members by group leader.

3. Strategies for keeping on task (task maintenance):

    - Periodic check-in

4. Preferences for leadership (informal, formal, individual, shared):

    - formal shared

Personal Accountability

1. Expected individual attendance, punctuality, and participation at all group meetings:

    - Group members expected to be present, if onable, a text message with reason for absense.

2. Expected level of responsibility for fulfilling group assignments, timelines, and deadlines:

    - Group members expected to complete all work they agree to.

3. Expected level of communication with other group members:

    - Attendance in meetings, responses to text, email.

4. Expected level of commitment to group decisions and tasks.

    - See 2.

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:

   - IF a member commits an intical 2 infractions, will result in group meeting, third infraction results in ejection from group.

2. Describe what your group will do **if the infractions continue**:

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.
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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) _____ Maryam _____ date 21 January, 2016

2) _____ Tyler Nelson _____ date 1/21/2016

3) _____ Borda _____ date 1/21/2016

4) _____ [signature] _____ date 1/21/2016