TEAM CHARTER

Version 3.0

Revision History

Date	Version	Description	Author
02/05/2023	1.0	First revision	Zixuan Wang, Zhuxuan Yan, Ethan Yifan Zhu, Jinhan Tan
07/05/2023	2.0	Second revision	Zixuan Wang
23/05/2023	3.0	Third revision	Ethan Yifan Zhu

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Team Charter

1.   Introduction

1.1   Purpose

Our team is supposed to strengthen the sense of social responsibility, inspired by the GPT-4 case by analysing the social challenges on existing GPT-4 and trying to find the solution.

1.2   Scope

In education area, when students can use ChatGPT to write assignments, answer questions and search for answers, they may become overly reliant on ChatGPT, which can negatively impact their learning and thinking abilities.

1.3   Definitions, Acronyms, and Abbreviations

A large-scale language model based on GPT-3.5 architecture, ChatGPT was launched by OpenAI in November 2022 by US technology company OpenAI.

2. Overview and Rationale

It is possible that students may become overly dependent on ChatGPT and suffer from a lack of positive thinking, superficial understanding, and an overload of information when faced with the power that ChatGPT has available to them.

Students must be provided with appropriate guidance on the benefits and limitations of using ChatGPT. With ChatGPT, schools can unleash student creativity, provide personalised tutoring, and improve the way students interact with artificial intelligence.

3. Content of a Team Charter

Team Name: Souls Squad (Workshop 4-T06)

  o   **Team Mission and Objectives or Goals**

o   **Team Member Skill Inventory**

  ●   **Strengths**

Our team members are all major in computing so assuming we know the existing language model. All of us have rational and logical thinking when doing the project. Two of us doing business as an undergraduate degree and doing better in analyzing the ethical issue and project's cost accounting. The different backgrounds will help improve our project strategies.

  ●   **Weakness**

Lacking knowledge on AI is our team's weakness, it would be helpful for the project if we have any. However, many of us have an AI's studying background. Since GPT- 3 is a new language model and still has many limitations to broadly used in our life, it's difficult for us to collect relevant data on the internet.

o   **Role Identification**
- Communications coordinator: Jinhan Tan
- Editor: all team members
- Reviewer: all team members

o   **Ground Rules**

We will have some regular meetings to discuss our tasks and our schedules. Our rule is to search or collect data together and share ideas in the chat room if we have one. We have several rules to make our procedure more effective.

Meeting 1:

Time: 02.05.2023, Tuesday

Attendance: Zixuan Wang, Zhuxuan Yan, Ethan Yifan Zhu, Jinhan Tan

Duration: 2h

Content: Finish the structure of TEAM CHARTER, discuss the topic of the group work

Agenda:

1. Write a background for the report

2. Read the sample report

3. Discuss a structure for our group project

4. Learn the background of Chat

5. read and learn assessment rubrics

Meeting 2:

Time: 08.05.2023, Tuesday

Attendance: Zixuan Wang, Zhuxuan Yan, Ethan Yifan Zhu, Jinhan Tan

Duration: 2h

Content: Decided the topic of the group report, found the reference, discussed the report structure.

Agenda:

1. Write a background for the report

2. Read the sample report

3. Discuss a structure for our group project

4. Learn the background of Chat

5. read and learn assessment rubrics

Meeting 3:

Time: 23.05.2023, Tuesday

Attendance: Zixuan Wang, Zhuxuan Yan, Ethan Yifan Zhu, Jinhan Tan

Duration: 2h

Content: Discuss the solution according to a certain problem related to ChatGPT in the education area. According to our chosen topic and solution, we write our report separately.

Agenda:

1. Discuss our solution for the case

2. According to our structure, we assign different parts to different person

3. Find some references and be responsible own part

During Meeting and Personal Time:

- Work tasks
  - Assigning responsibilities
  - Setting deadlines
  - Meeting deadlines
  - Quality of work

- Meetings
  - Attendance Expectations
  - Schedules/times
  - Locations
  - Coming Prepared
  - Protocol
  - Agendas
  - Notifications
  - Record keeping

- Attitude
  Everyone should be self-motivated and participate in the group work and meeting

- Contacting
  - Method (Zoon, email, phone, on-line etc.)
    WeChat and phone
    Face to face
  - Limits

- What will serve as acceptable excuses
  Urgent cases such as medical conditions

- Penalties
  We expect every team member to attend the meeting on time and get an exemption if someone has something urgent to do.

If someone isn't able to attend the meeting, he/she should notify others in an online group chat room. We have an attendance sheet for each meeting to record who is participating.

- How will you maintain configuration control over your work?
  We joined one online chat group and will chat online and keep everyone contacted.

- How will decisions be made within the group?
  We will reach consensus and make decision by majority vote.

Conflict Resolution Mechanisms

- All problems will be kept within the group until that is no longer a solution and then we must escalate the issue.
- Set a deadline for each split task to remind members to fully participate in the entire project, rather than postpone everything to the final deadline.
- Have an expectation level at the beginning of every meeting.

o   **Preliminary Project Plan**

Performance criteria
- Be prepared to contribute to achieving the project goals
- Come to the meeting with a positive attitude
- Share all relevant information with team members
- Should be responsible for innovation
- Be ethical when making decisions

Team Member Sign Off:

I have participated in the development or review of this charter and agree to it.

Team Member: Zhuxuan Yan u6706220
Team Member: Ethan Yifan Zhu_u7560434
Team Member: Jinhan Tan_u7532738
Team Member: Zixuan Wang_u7516976

Seminar tutor: Alishba John

Date: 02/05/2023