

Group Project Agreement Form

Course: Systems Design and Development

Semester: Fall 2024

Group Number: 9

Group Members: Dahab Dahab, Saam Baluch, Tomi Ayeko, Jimmy Nguyen, Benita

Purpose:

This agreement form outlines the expectations, roles, and responsibilities of each group member during the completion of the group project for this course. All group members must agree to these terms to ensure accountability, fairness, and effective collaboration. Additionally, this form details the peer review process to evaluate each member's contributions.

Group Member Roles and Responsibilities:

Each group member must contribute equitably to the project. While some roles may overlap, it is important to assign key responsibilities to ensure tasks are completed on time. Below, list the agreed-upon roles and tasks for each group member.

Group Member Name	Role	Key Responsibilities
[Tomi]	Project Manager	Oversee progress, ensure deadlines are met, coordinate communication. Develop the risk management and disaster recovery plan.
[Benita, Jimmy]	Systems Modelers	Create and maintain UML/SysML diagrams for system design.
[Dahab,Trung]	Python Developers	Develop Python scripts for automation and data analysis.
[Dahab,Saam]	Data Analyst	Perform data analysis and machine learning tasks; contribute to reporting.

Expectations of Group Members:

All group members agree to:

- **Active Participation:** Attend scheduled meetings, actively contribute to discussions, and participate in all project tasks.
- **Accountability:** Complete assigned work according to the deadlines and quality expectations established by the group.
- **Collaboration:** Maintain regular communication and share progress updates. Assist fellow group members when necessary.
- **Respect and Professionalism:** Treat all group members with respect, listen to differing opinions, and work collaboratively to solve problems.
- **Peer Evaluation:** Provide honest and constructive feedback during the peer review process.

Peer Review Process:

A peer review will be conducted at the end of the project. Each group member will anonymously evaluate the contributions of other members based on the following criteria:

- **Participation:** Did the group members attend meetings and contribute to discussions?
- **Quality of Work:** Was the group members' work completed to a high standard?
- **Timeliness:** Did the group member meet all assigned deadlines?
- **Teamwork:** Did the group members effectively collaborate and assist others when needed?

The results of the peer review will influence individual grades for the project. Each member will provide a rating (1-5) and written feedback on each other's performance in the following format:

Note: Peer review scores will be confidential and will be used by the instructor to ensure fairness in grading.

Agreement to Terms:

By signing below, each group member agrees to fulfill their assigned roles and responsibilities as outlined in this document. Failure to adhere to these terms may result in consequences, including lower individual grades for the project.

Group Member Name	Signature	Date
[Tomi]	Tomi	10/07/2024
[Benita]	B.O	10/07/2024
[Dahab]	D.D.	10/7/2024
[Saam]	S.B.	10/7/2024
[Trung]	T.D.	10/7/2024

Group Member Name	Signature	Date
[Jimmy]	J.N.	10/7/2024

Instructor's Acknowledgment:

Instructor's Name Signature Date

Important Deadlines:

- Group project progress check-ins: Weeks 6, 9, and 12
- Final project submission: Week 15 (December 10-15, 2024)