

# GROUP CONTRACT FOR THE \_\_\_\_\_ COURSE PROJECT

## CIVILINGENJØR I SPILUDVIKLING OG LÆRINGSTEKNOLOGI (SDU)

### § 1. PROJECT INFORMATION

This contract sets the expectations and responsibilities for all group members. It shows clearly who has to do what. Every member has to contribute to the project. The supervisor assigns and approves the group.

The supervisor is \_\_\_\_\_ Email: \_\_\_\_\_.

### § 2. ROLES AND RESPONSIBILITIES

Each member takes a role based on the project requirements of the course. We assign tasks based on roles. Roles can change during the project but the supervisor has to approve role changes. We expect each member to contribute equally at this stage. Each member reports the actual split of contribution in the final deliverable.

| Name | Email | Role |
|------|-------|------|
|      |       |      |
|      |       |      |
|      |       |      |
|      |       |      |
|      |       |      |

### § 3. PROGRESS LOG

The progress log is the single source of truth. Every member fills it in. We update the log every sprint. For each task, it shows the task, who works on it, the progress, and whether it is complete or abandoned. It also records who took time off. We document conflicts in the log. When a deadline is missed, the log must explain why.

The \_\_\_\_\_ role makes sure every member fills in the log.

At the end of the project the progress log is attached to the final deliverable.

### § 4. COMMUNICATION

We use this platform for messages: \_\_\_\_\_

We reply to messages within: \_\_\_\_\_

We hold a group meeting every week. Members expected to attend every meeting. If someone cannot make it, communicate it to the group, and mark the absence in the progress log.

We have scheduled supervision times with the project supervisor. We tell the supervisor in good time if the team cannot attend. It is the team's responsibility to seek out and schedule supervision.

### § 5. DECISION-MAKING PROCESS

Each member is responsible for their own field, set by their role. That member has the final say and is responsible for the result. *For example, the lead programmer is responsible for the code; the lead artist is responsible for how the project looks.*

We make all other decisions by (underline): consensus / majority vote / \_\_\_\_\_ decides.

**§ 6. CONFLICT RESOLUTION**

We use these steps if communication breaks down, or if a member does not follow their responsibility:

1. Talk about the problem as a group.
2. Agree on a clear action and a date to fix it.
3. Write the problem and the action in the progress log.
4. Tell the supervisor if the problem does not stop as soon as possible.

**§ 7. KEY MILESTONES AND DEADLINES**

| Milestone              | Person Responsible | Internal Deadline |
|------------------------|--------------------|-------------------|
| Concept Approved       |                    |                   |
| First Prototype        |                    |                   |
| Mid-Project Evaluation |                    |                   |
| Feature Freeze         |                    |                   |
| Report First Draft     |                    |                   |
| Final Submission       |                    |                   |

**§ 8. ACADEMIC INTEGRITY**

We do honest work. We cite all our sources correctly. We follow the course and university policies.

**§ 9. CONTRACT REVIEW AND MODIFICATION**

We contact the supervisor if we need to change this contract.

**§ 10. SIGNATURES**

| Team Members |           |      |
|--------------|-----------|------|
| Name         | Signature | Date |
|              |           |      |
|              |           |      |
|              |           |      |
|              |           |      |
|              |           |      |
|              |           |      |
| Supervisor   |           |      |
| Name         | Signature | Date |
|              |           |      |