

COGS108 TEAM POLICIES

Your team will have a number of responsibilities for completion of the COGS108 group project. While there are only two deadlines—the project proposal in week 4 and the final project submission due on the date of your final—there is a lot that will have to be done for a successful project. Your project proposal will help set up a schedule with your teammates to make sure that you are all on the same page throughout the quarter.

Note, that while one member may contribute more to any specific portion of the project, **all** members *should* be contributing equally across the entire project submission. For example, one group member may find the datasets you'll end up using in the project and will write the code to wrangle the dataset into the format you want. However, that person should NOT write all the code in the project. Another member would then contribute the draft of the code to visualize the data, while yet another member would edit and improve upon that code. This project is meant to be a collaborative. *But*, in a successful collaboration, *all participants must carry their weight and contribute equally*.

Everyone should contribute in some way or another to *each* of the following project aspects:

1. Deciding on the project topic, searching for possible datasets, and honing the data science question.
2. Writing well-commented and clear code to wrangle, explore, visualize, analyze, and communicate your group's findings.
3. Writing the accompanying text throughout the project to explain each section.
4. Editing the text and code throughout your project for grammar, misspellings, and clarity.

While portions of the project can and should be done individually or in pairs (it's not easy to have six people working on code for the same section at once!), your team should assign tasks and deadlines evenly across members. Regular meeting times *throughout the quarter* should be scheduled in advance to check in with one another, discuss progress, see if the project is on task, and see if anyone is stuck. The best approach is to discuss each person's strengths up front, divide up responsibilities, develop a schedule for when each part will be done and who will be responsible for each section, and then check in regularly throughout the quarter to ensure progress is being made. To guide this, part of your proposal will require a project plan with sections assigned to each person in the group.

Upon submission, the names of every team member *who participated actively in completing it* should be included on the submission.

Dealing with non-cooperative team members. If a team member refuses to cooperate or complete their assigned tasks that you all have agreed upon on the project, you should inform the uncooperative team member via email that they must complete their assigned task or make significant progress within a week or they are in danger of being fired, cc'ing Professor Voytek. If there is no subsequent improvement, the team members should notify the individual that they have been fired (cc Voytek) and

let them know they are no longer on the team. The fired student should then meet with Professor Voytek to discuss options going forward. Similarly, students who are consistently doing *all* the work for their team may issue a warning memo via e-mail that they will quit unless others start to contribute (cc'ing Professor Voytek). If team members do not step up within a week, a second email will be sent out notifying the team that the individual has quit (cc'ing Professor Voytek). The student who quit should then meet with Professor Voytek to discuss next steps. Quitting and firing is only possible **before week 7**. As you have all quarter to work on your project and should be making progress weekly, everyone should have contributed significantly by the end of week 7 (Friday at 11:59 PM). No changes to teams will be made after week 7.

If conflict arises that cannot be worked through by the team using the steps outlined above, contact your TA or Instructor.

Group work isn't always easy. Team members sometimes cannot prepare for or attend group sessions because of other responsibilities, and conflicts often result from different skill levels and work ethics. When teams work and communicate well, however, the benefits more than make up for the difficulties. In fact, teams with diverse skill sets and backgrounds often result in the most interesting and successful projects. One way to improve the chances that a team will work well is to agree beforehand on what the team expects from everyone else. Reaching this understanding and setting deadlines to accomplish each goal for this project will be required as part of your team's Project Proposal.

Additionally, in week 5, you will be sent a survey to evaluate the team's progress as well as each member in the group's contributions. While this will not be collected at this point in time, it will serve to show you what information will be collected about you and your team at the end of the quarter. At this point, you'll be able to evaluate whether or not there is anything your team needs to work on for successful completion by the end of the quarter. This form will be collected at the end of the quarter and will be considered when your final project grade is calculated. This means that there is a possibility of different members of your team receiving different slightly grades for the final project, should some members not contribute equally.