

1) Goals

What are our team's goals for this project? Successfully carry out in-depth research and data analysis on the dataset given, being able to derive insightful conclusions based on data through R. We also want to be able to document this process meaningfully through the use of git and GitHub.

What do we want to accomplish? We would like to be able to apply our knowledge and understanding from the lectures and worksheets on reading, wrangling, and visualizing data in R as a tool to help answer our research question. Through this journey, we hope to become accustomed to approaching and solving data analysis problems effectively and efficiently, leveraging the tools we have correctly.

What skills do we want to develop or refine? We would like to refine our ability to remember the correct syntaxes, knowing which libraries to use, which functions/commands to use in certain contexts or scenarios, how to use git and GitHub to ensure effective communication and collaboration during the project, and being able to carry out the data science workflow in an effective manner.

Expectations? For all members of the team to communicate clearly and transparently, adopting the conventions of pushing, committing, and pulling correctly, working together to correct errors, disputes, misunderstandings and disagreements in a respectful manner.

What do we expect of one another regarding attendance at meetings, participation, frequency of communication, quality of work, etc.? Have planned meetings (once a week) either virtually or in person, have checkups on each other's progress, help each other when possible if stuck on a problem, communicate if someone made a change and pushed new work.

(2) Policies & Procedures:

Workload: Will be distributed evenly; each teammate will be responsible for completing their part on time. If a member falls behind, they must communicate that beforehand. If a group member continuously doesn't pull their weight, then the team would have to figure out what to do next.

Communication: An Instagram group chat to help with staying in touch. If a member will be out of reach of communication for days at a time, notice should be given. Mandatory attendance is required for scheduled meetings. If unavailable, participants must notify the group to accommodate their absence.

Technological Collaboration: Follow appropriate instructions for using GitHub collaboratively. Use the messaging system built in to write comments or share issues. Use clear and concise language when labelling edits or tasks. Stay organized in the repository. Make sure to pull the latest versions.

Disagreements: If conflict arises, all members involved must communicate their issues respectfully. Members should address the conflict with the person it involves first, and if they are unable to reach an agreement, then they should bring the issue to the full group. A TA or professor could be used as a final resort.

(3) Consequences:

We will follow all decisions made during meetings and chat discussions. If a team member is not performing adequately regarding our goals, expectations, policies, or procedures, a respectful debate will be enforced. Rather than punishing the members, we will work together to find constructive ways to support and encourage them in completing their tasks.

Sign: Beam Tantivongsakij, Sidney Jones, Ryosuke Arai (emailed our 4th member and didn't hear back)