**Team Contract**

**Expectations**

**Teams are expected to spend 6 hours on DSCI522 unless significant issues arise that require more time to resolve. If a team member fails to complete the scheduled target on time, we will reassign the task and complete the task as soon as possible.**

**All submissions should meet the milestone criteria stated in the description. This includes making sure all scripts work correctly, creating tests for all functionality, and using correct syntax in written submissions.**

**Meetings**

Meeting times were established during the initial team meeting held on 2022-11-17. Meetings will be held in or meet outside ORCH 4047 on the following dates:

* Thursday 11/17: 2-6pm
* Friday 11/18: 9-11pm (if needed)
* Friday 11/18: 1-2pm
* Saturday 11/19: 9-11am (if needed)

The group will hold its second formal meeting on Friday at 2 p.m. during Lab 522. All members shall be present at the meeting. If a member is unable to meet, they must give 24 hours written notice in advance of the meeting to discuss alternatives.

**Communication**

Team communication outside of meetings will be via Slack or Github. Github will be the primary communication tool for submitting and reviewing work. Slack will be the primary communication tool for communicating, discussing and scheduling meetings.

**Reviews**

We create a brach for each team member to control modules and versions. When each team member completes his own work, he should submit a pull request for his work on the group project's repository on Github.com. Pull requests should be reviewed within 24 hours of creation.

**Roles**

There are 4 roles team members will be responsible for each week. The roles are as follows:

1. **Literature things, responsible for the following things(SUN)**

* **Teamwork contract**
* **CoC**
* **Contributing File**

1. **Data and Project Summary and Readme(Ken)**

* **Responsible for finishing the Readme and the ProjectSummary**

1. **Script(Arjun)**

* **Responsible for the data downloading script**

1. **EDA(Morris)**

* **Responsible for building the EDA model**

**Deadlines**

The major work will be done on the lab time (11/17/2022 2-5pm). Deadlines for individual items will be assigned during meetings. The proof-reader will review the work on Saturday and ensure that the final version is ready for submission and create the required version tag.

**Breach of Contract**

Failure to follow the team contract will result in a three-step warning system:

1. The first step is a written Slack notice that outlines the violation of the team contract and a reminder of the team contract conditions.
2. The second step is a meeting to discuss the behaviour and write an agreement to follow the team contract is required by the member.
3. The third step is to reach out to the lab instructor or TAs of the issues with the teammatesss