Team Contract

COM SCI/ENGR M148: Introduction to Data Science

Term: Fall 2025

Team Name: _LMAO_

Discussion Section: _1B / 1C_ **TA:** _Sherife / kumar_

GitHub Organization/Repo URL: _https://github.com/AuroraCh814/CS148_25Fall_

Sign: names →

Team Members (6)

1. Name: _Chong Han_ UID: _306460961_
2. Name: _Songyou Yang_ UID: _106457484_
3. Name: _Kevin Zheng_ UID: _905510703_
4. Name: _Deysi Chen Li_ UID: _606510224_
5. Name: _Michael Ji_ UID: _906225282_
6. Name: _Ovin Huang_ UID: _106459807_

Purpose

This contract aligns our team to deliver all course-mandated components at high quality and on time: the team contract and GitHub repository setup, six discussion-section check-ins (with at least two members present each time), the final code submission (Jupyter Notebooks per member), and the final report. It defines roles, timelines, quality bars, communication rules, and accountability.

Course-Aligned Requirements

- **Team size:** approximately 5 (we have 6; confirm with TA if needed) and preferably within the same discussion section.
- **Team contract GitHub:** submit this contract and maintain a team repository.
- **Six check-ins:** there are 6 discussion-section check-ins throughout the term; at least **two members** must present progress each time.
- **Final code:** Jupyter Notebooks; each member uploads to Gradescope and pushes to the team repo.
- **Final report:** follow the course-specified format and submit to Gradescope.

Communication Responsiveness

- **Official course channels:** BruinLearn / Piazza; submissions via Gradescope.
- **Team channels:** Primary chat (above) + GitHub Issues/PR comments.
- **Response-time SLA:** Weekdays $\leq$ 24 hours; weekends/holidays $\leq$ 36 hours. Urgent matters: @all.
- **Meeting notes:** The Scribe posts minutes within 24 hours under `/meetings/` in the repo.

Roles
Weekly Rotation

Roles rotate weekly (or per milestone). Assign a backup for each role; if someone is absent, the backup steps in.

- **Leader:** sets weekly sub-goals, scope, timeline; interfaces with TA/Instructor.
- **Scribe:** keeps minutes, action items, and drafts demo slides.
- **Timekeeper:** enforces agenda timing and deadlines; calls out risk.
- **Dev Lead:** code architecture, environment, data pipelines, and code-review standards.
- **DA/ML Lead:** feature engineering, model selection, evaluation protocols, and results tables.
- **Devil's Advocate:** challenges assumptions, identifies edge cases, proposes alternatives.

Meetings
Time Management

- **Cadence:** $\geq$ weekly 60–90 minutes; add a sprint meeting in check-in weeks.
- **Punctuality:** 5-minute grace period; after that counts as late.
- **Absence:** announce in advance and arrange coverage; note that check-in weeks require at least two attendees from the team.

Version Control

- Protect `main`; develop on feature branches; use atomic commits linked to Issues.
- Every PR requires approval from at least one non-author before merge.
- Use only permitted datasets/sources; respect privacy and academic integrity.

Reproducible Notebooks

- Include environment files (`requirements.txt` or conda `env.yml`).
- Add data acquisition/preprocessing cells, random seeds, rerun instructions, and a short conclusions section.
- Centralize parameters in `config/`; store outputs in `outputs/`; figures in `figures/`.

Task Assignment

- Define tasks via Issues with a clear Definition of Done (DoD) and due dates; maintain a Kanban board (To-Do/In-Progress/Review/Done).
- If at risk of delay, escalate early to split or hand off work.

Decision-Making
Impasse Resolution

- Prioritize course milestones (contract/GitHub, check-ins, final code, final report) and the highest-impact technical risks.
- Seek consensus first; if no decision within 15 minutes, call a vote (simple majority). In a tie, the current **Leader** decides. Low-impact debates may be deferred to avoid blocking progress.

Contribution, Fairness
Accountability

- **Minimum contribution per check-in cycle:** each member completes at least one substantial deliverable (code/analysis/docs/demo).
- **Contribution records:** PRs/Issues, minutes, slides/scripts. Avoid "invisible labor."
- **If underperforming (*rolling 2 weeks*):** (1) Leader 1:1 coaching; (2) team vote to adjust scope/role; (3) if risk persists, escalate to TA/Instructor with documented evidence.
- **Peer evaluation:** one anonymous round before the final submission (or per course policy).

Conduct, Inclusion
Academic Integrity

- Respectful discussion, shared airtime, and zero tolerance for discriminatory behavior.
- Comply with UCLA policies and EDI guidance. Academic integrity applies to all work; cite appropriately and do not plagiarize or collude outside allowed teamwork.

Late Policy

No late submissions will be accepted unless extraordinary circumstances are arranged in advance with the Instructor, per course policy.

Accessibility
Student Support

Students registered with the Center for Accessible Education (CAE) should provide accommodation letters as early as possible. See campus resources (CARE, CAPS, Red Folder) as needed.

Risk
Contingency

- **Single points of failure:** ensure backups for key tasks; version everything in the repo.
- **Attendance planning:** two attendees minimum for each check-in; confirm availability 48 hours prior.
- **Environment/data:** pin dependency versions; cache data; export key notebooks to HTML/PDF as backups.

Signatures

By signing below, each member acknowledges that they have read, understand, and agree to this contract.