

# Data Science Foundations 1 - PPOL 560 Team Charter Fall 2022

Drafted by:

Kumar H (Himanshu)

Ayush Lahiri

Brian Holland

## **Mission Statement:**

We aim to establish a collaborative group that helps each member fulfill their objectives for this course. We seek to achieve that goal by being a highly inclusive group that capitalizes on the individual strengths and the richly diversified background of each group member. Additionally, this group also aspires to nurture the potential of each group member by creating a safe and empathetic environment where each member is allowed the freedom to share their struggles, while others can deepen their understanding by sharing their knowledge on the subject matter.

## **Our Goals:**

1. Support & Relationship
2. Cooperation & Understanding
3. Accountability & Responsibility
4. Stand up for yourself and for others

## **Desired Outcomes:**

- Passing the courses with satisfying grades
- Improved quantitative and analytical skills
- Deepened knowledge on how to use Python

## **Ground Rules:**

Attending meetings

- Prior to meeting, the team members should be clear on the objectives and the expectations of the planned meeting.
- Not every issue should be discussed in a meeting—some things can also be addressed via WhatsApp chat or email. Also, team members are also free to suggest a virtual, rather than in-person meeting.
- Timeliness to meetings is a must. If a team member is going to be late, they are obligated to inform other members.
- Each team member should come to the meetings prepared.
- Meeting points and group decisions should be recorded, and they are to be distributed to team members who are not present during the meeting.

Distribution of work tasks

- When assigned a group project or any other group tasks, team members should clearly define the roles and responsibilities of each member, as well as the exact deadlines for each member's tasks

- Team members reserve the right to propose handling tasks that they are comfortable with or most interested in. However, the final decision on the work task distribution depends on the group agreement.
- If a team member feels like they are uncomfortable with the task division, they should communicate this concern with other team members, and other members are to empathetically listen to such concern, although decisions on whether to switch roles are left to the group agreement.

#### Deadlines

- After a first draft has been formulated, team members should convene (either in-person or virtually) to discuss the improvements, or edits to be made to the original draft.
- Additionally, if necessary, within 24 hours of the assignment deadline, team members should allocate the necessary time to make revisions to the original draft.

#### Voting and decision making

- The team should employ a majority voting system, with at least 80% of team members present when making the decision.

#### Individual responsibilities

- Team members should honor their group commitments by accommodating group tasks in their personal schedules.

#### Feedback

- Each team member reserves the right to provide feedback and/or obtain feedback from other team members.
- However, feedback is to be provided in a manner that is respectful of other members, acknowledging the cultural and context differences between group members.
- Feedback should be prioritized on formulating effective solutions and two-party compromises that address the group issue at hand.