

COSC 499 Team 6

Team Contract

1. Team Vision and Goals

We strive to function as a team that values accountability, responsibility, transparency, respect and steady progress throughout the course of the project. Our shared objective is to deliver a well-engineered, fully tested, and functional solution for the Mining Digital Work Artifacts tool, with each member contributing meaningfully and upholding ethical standards. Our goals include:

- Fostering an environment where all members feel comfortable raising concerns and sharing ideas.
- Ensuring equal task distribution, consistent communication and professional conduct.
- Supporting each teammate in building technical, communication and project management skills.

2. Expectation on Meetings

2.1 Punctuality and Attendance

- All teammates are expected to attend scheduled meetings unless unavoidable conflicts arise.
- A member must notify the team at least an hour in advance if they will miss a meeting.
- Repeated absences without notice will be documented.

2.2 Preparedness

- All members must review their tasks, prepare questions and updates and review relevant PRs, documents and issues.
- Updates regarding tasks assigned are expected and must be demonstrably in progress unless delays have been communicated or expected.

2.3 Engagement

- Everyone is expected to participate actively, contribute to ideas, ask questions and listen respectfully.
- No teammate should dominate the entire meeting and everyone is expected to contribute to the meeting equally.

2.4 Meeting Schedule

- A weekly meeting through Discord will be conducted, where the team will review the progress for the sprint, discuss what each person is working on, identify blockers and support each other if needed.
- The #what-needs-work channel on discord will be updated after every meeting for easy documentation.
- In case a deadline or blocker is approaching, we will schedule shorter, quicker meetings when needed, after the time is discussed and agreed upon.

2.5 Meeting Notes

- A rotating note taker will record meeting “minutes” which include the assigned tasks and deadlines, blockers, dependencies and any key decisions made.
- This will be posted on the discord channel within 24 hours.

3. Expectations on Communication and Collaboration

3.1 Frequency

- The team will communicate regularly on the WhatsApp group created.
- Quick responses within 24 hours are expected unless someone has noted that they will be unavailable.
- Major updates such as new PRs are to be communicated within 24 hours. New PRs must be mentioned on the discord channel #pull-request, where each member should note down the Branch Name, Description of the PR and who needs to review.

3.2 Communication Behavior

- Respectful, concise communication.
- As mentioned previously, avoid interrupting others and dominating conversations.
- Ghosting the team or going silent during critical periods is unacceptable, and repeated instances will be documented.
- Feedback should be constructive and professional.

3.3 Discussion Channels

- WhatsApp: Daily communication
- Discord Voice channels: Meetings
- GitHub Issues and PRs: Code review and technical discussion

3.4 Collaboration Process

- Before starting a task, members must review any PRs assigned to them before working on their code branches in order to resolve and prevent any merge conflicts.
- Everyone is expected to have their PRs in by Saturday evening, in order to address changes if needed.
 - a. Sundays must be for addressing any required changes in a PR, thus making sure everyone has the time to review, approve and merge PRs.
 - b. Team logs and personal logs are expected to be merged on Sunday evenings.
 - c. If a member cannot have their PR in by Saturday, it must be communicated in advance and in this case the member can submit it on Sunday.
- Bad collaboration behaviours include:
 - a. Ignoring/rejecting another member’s work without explanation
 - b. Doing unrelated work that disrupts the milestone progression.
 - c. Working in isolation without communication.

4. Expectations on Distribution and Delivery of Work

4.1 Task Management

- All tasks will be tracked on the GitHub Project Kanban board to track deadlines, issues and responsibilities.
- Everything must be written and visible.
- Should a task which was discussed in the meeting not exist in the GitHub project board, the member who is working on it must create a new issue for the same.

4.2 Task Assignment

- Members will self assign tasks on the Kanban board.
- The board must be updated to track what everyone is working on.

4.3 Avoiding Overlap

- Prior to starting a task, check the project board, PR lists and team messages.
- If unsure about overlap, clarify and message on the group.

4.4 Accountability

- Each member is responsible for completing tasks on time, writing tests and documentation for their code and showcasing acceptable coding quality standards.
- If falling behind, the member must communicate early so any dependent tasks are redistributed and checked upon.
- Missing deadlines will be documented and addressed through the resolution process.

5. Commitment to Respectful Behaviour

All members will treat each other respectfully and maintain a professional and respectful environment. This includes avoiding:

- Unprofessional Language or Hostility
- Harassment, Racism, Discrimination or exclusionary behaviour.
- Unnecessary conflicts
- Any behaviour which will jeopardize the safety and privacy of the team.

We agree to uphold UBC Okanagan's policies on Academic Integrity and the university's professional conduct expectations.

6. Resolution Strategy

6.1 First incident

- The issue is recorded in a shared private team document.
- The team member who observes the issue must document it and discuss it with the rest of the team.
- The team discusses the concern and the teammate must acknowledge the incident and agree on specific behaviour changes along with a clear timeline to improve the same.

6.2 Repeated Incidents

- A repeated issue is documented with more detail and previous attempts at resolution.
- The teammate is expected to provide a detailed explanation about the issue, and more explicit improvements are needed and the team must set a final deadline for them.

6.3 Firing clause trigger

- The firing clause will be enacted only under serious circumstances. The team will consider this step if:
 - a. The teammate has not shown accountability
 - b. The problems significantly affect the productivity of the team
 - c. The problems persist beyond agreed timelines
 - d. The member's lack of contribution jeopardizes the deadlines.

Any decision to proceed requires a unanimous vote from all team members except the individual in question and will be immediately escalated to both the TA and the course instructor. We hope that open communication and early conflict resolution will prevent the need to take this step.

7. Signatures

By signing below, each member acknowledges that they have read, understood and agreed to the team contract.

Team Member	Signature	Date
Mithish Ravisankar		December 5th, 2025
Mandira Samarasekara		December 6th, 2025
Ansh Rastogi		December 6th, 2025
Aakash Tirathdas		December 7th, 2025
Mohamed Sakr		December 7th, 2025
Harjot Sahota		December 7th, 2025