

## Team G - CoViz: Visualizations of United States Covid-19 Data

- **What are the goals of our team?** What do you, as a team, want to gain from this project experience? What goals and skills do you want to attain and/or hone? Start your contract with a goals statement.
  - Making intelligible / well documented code
  - Work efficiently and effectively as a team
  - Managing time so the project is done quickly and efficiently.
  - Learn from each other about coding and teamwork
  - Create a final product that we're proud of and happy with, and one that reflects the experiences and skills we've learned throughout the course
- **What are the strengths of our team and its members?** Individually, think about the strengths you bring to the project. These could include technical strengths ("I am really good at finding bugs in code", "I organize my code really well", "I can find answers very efficiently by searching") and broader life skills strengths ("I take excellent notes", "I am an excellent listener", "I like to find and build consensus when there's disagreement"). If you already know some of your teammates and/or have worked with them previously, feel free to add to their strengths. List these out for each team member in your contract.
  - Bryan - Familiar with python. Lots of team experience. Excellent listener.
  - Will - Experience with Unix and command line interfaces, debugging
  - Dake - I'm comfortable with coding in Python. I also like gathering and managing information and coming up with methods to a task.
  - Sam - I am familiar with python and Unix and extremely familiar with procrastination.
- **How will we capitalize on the strengths of each member?** Think about your team goals and how each person might contribute to achieving them based on their strengths. Does assigning roles make sense for your team, or perhaps rotating roles? Note that exact roles and responsibilities will likely change over the lifetime of this project, and that's ok.
- **Sam McCarthy Potter Head of anti-procrastination:** Sam's Job will be to ensure team procrastination is at the appropriate level in order for each team member to have the time to be effective in their role in project development.
  - Rather than hard-set roles, we want to equally split up work in different areas; dividing work based on the objective; making sure that every member has a chance to contribute in different areas, such as coding one week and doing research or taking notes the next

- **What are the rules that will guide your team?** Specifically:
  - When will your team meet? What time, how often, for how long, where?
    - Fridays 5-7pm in Olin 310
  - What roles will members take on in your meetings? Is someone responsible for setting agendas, taking notes, facilitating discussions, etc?
    - We'll have shared notes documents that all members will contribute to.
  - How will you communicate with each other? (to share work, to ask questions, notify the group if someone is running late or if someone will miss a meeting, etc)
    - We will be using a discord server for communication
  - How will you make sure communication stays respectful? (How does your team define "respectful"?)
    - We hope to keep open communication through Discord, so disagreements and confusion don't happen. Don't write anything you wouldn't show to your grandma.
  - What are the rules for dealing with a teammate who hasn't been communicating? How frequently should team members communicate / check in?
    - We will use discord for remote communication and questions about code and the goal of each of our projects
  - What technologies will you use to support team meetings and work? (Google Drive, Hangouts, Zoom, Facetime, etc)
    - We'll plan to meet in person regularly, but for other meetings we should be able to use Discord's voice and video chat
    - We would also keep track of our project each time we update it through Git comments and a Google docs notebook
  - How will you make decisions? (Unanimous, consensus, majority rule, by assigned roles, rock-paper-scissors, etc.)
    - Unanimous decisions
  - How will you divide the work?
    - Breaking the work into modules that we can work on / contribute to per week
  - How will you ensure that everybody participates meaningfully? How will you make sure that everyone's contribution is valued?
    - Keeping expectations for individual contributions clear, and communicating accurately and respectfully if there are any issues.
  - What expectations do you have for satisfactory participation? (How much time will each group member spend per week on project activities?)
    - We'll plan to meet for an hour a week at least, and work individually outside of meetings.
  - What process will you follow if someone does not live up to their responsibilities and/or meet the standards for work set by the team?

- Meet as a group to address expectations - if there are further difficulties we'll plan on involving Anya. In general we will try to be understanding if difficult circumstances arise e.g Covid, busy with other classes
- How will you address conflict or deal with disagreements within the team?
  - Similarly, we'll meet as a group to talk it out, but involve Anya if things become more complicated