

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

Team G Team Contract

- **What are the goals of our team?**
 - 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?**
 - 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.
 - **Head of user interface design and implementation - Sam McCarthy Potter :** Sam's Job will be to design intuitive user interfaces and manage the code that allows the users to interact with the program and smooth out the look of the project.
 - **Head of Data Visualization through Graphing- Dake Peng :** Dake will be responsible for the graphing feature of this project, including making graphs for confirmed Deaths and confirmed Cases against time with different limitations (locations & date range) and the presentation of these graphs on the website.
 - **Head of Raw Data Visualization- Will Gershman -** I'll focus on the data we'll display on our website in more of a basic form, through lists or simple information grabs - essentially, I'll try to work on functions or features that will eventually lead to further analysis of the data through graphing, for example.
 - **Head of Data Management and Processing - Bryan Yang -** Bryan will process data from the original data set so that the visualization team can access the data

in an optimal and effective manner, focusing on functions that return data that meet a multitude of criteria.

- **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, considering what parts will fit into the roles we've decided on
 - 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
- How will you keep track of each other's work?
 - We will follow a uniform style guide: 1. For each function, we will be making a docstring comment including the input and output of the function and their formats, and a short description of the function. 2. For each module, we will write a comment describing the important functions of the module