

Team Name: Gamblers

Team Members: Leo Qian, Sucheer Maddury, Aydan Gerber, Ronald Feng

PM Name: Jake Silver

PM Meeting Time: N/A

Communication Platform: iMessage

Scheduled Meeting Times: Monday 6:00-7:00pm

Teamwork Contract (30 minutes)

Aligning on the same goals and ground rules is important for building a great team! You will write a teamwork contract together. Answer all of the following questions as part of your contract. Reect carefully on them and be honest! When you reach moments of challenge (and you will) go back to this contract. If that doesn't help ask for advice, and if that doesn't help we can set up a team coaching session.

1. To what goals do we all commit?

We commit to clear communication, quality work, meeting deadlines, respecting each member's contributions, and working collaboratively toward shared success.

2. What are our "ground rules"? Don't make an exhaustive list; stick with just a few.

- Communicate openly and respectfully
- Meet deadlines or notify the team early if there are issues
- Come prepared to meetings
- Listen to all perspectives before making decisions

3. How frequently will we communicate? How quickly are responses expected?

We'll establish regular check-ins (every Tuesday after our PM meeting), with an expectation that team messages receive responses within 24 hours during weekdays. Urgent matters should be flagged as such and addressed within a few hours when possible.

4. Where and how frequently will we meet? When is a person considered late to a Meeting?

We'll meet weekly at an agreed time and location (virtual or in-person). A person is considered late after 5 minutes without notice. If someone needs to be late or absent, they should notify the team beforehand.

5. What team roles will we create? What are the responsibilities of each role? Will roles shift around, and if so, how often?

The team roles should vary each milestone so that each team member gains experience in and exposure to different roles on a data science team. Each week, there should be different people assigned to write-ups, ML model development, and data analytics, assigned at the beginning of each milestone.

6. How will we hold ourselves and one another accountable? What exactly will we say to a team member who appears not to be contributing equally? Or to a team member who fails to deliver what was promised?

We will hold each other accountable by following the teamwork contract explicitly. We will discuss with members who are not contributing and make sure that they are okay and that in the future, they will contribute. If someone does not deliver what was promised multiple times, we should let the onboarding team / PM know so they can help us resolve the issue.

7. How will we make decisions as a team? What exactly will we do when we disagree or discover conflict? What will you use as a respectful conversation Starter?

We haven't settled upon this yet but we are thinking about one person rotated to record meeting details and everyone else comes prepared with ideas and code. When it comes to making decisions, we should talk about it as a team so that we can cover all opinions and make an informed decision. Based on the information we gather, we will make group decisions by majority. As a conversation starter, we should use something along the lines of "I noticed this is not working out, do you feel strongly about A or strongly against B?" so that people can state their viewpoints instead of fighting.

8. What are our procedures for re-visiting this contract?

We'll review this agreement monthly or whenever a team member requests it. Changes require consensus from all members.

9. How will we make this experience fun?

- Celebrate milestones with small rewards such as team snacks
- Occasional social gatherings outside work context such as grabbing food together
- Appreciate contributions by acknowledging each others work

- Talk lightheartedly in our group chat to bring the team closer together

Summary:

- Accomplishments:
 - Collaborated to create the teamwork contract, discussing each point with each other
- Insights:
 - Hope to see better results if we meet up in-person, can probably share ideas more easily
- Questions:
 - N/A

Signatures:

Leo Qian

Ronald Feng

Sucheer Maddury

Aydan Gerber