DSCI 310 Group 02
Team work Contract

Names	Email	Student Number
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Expectations

Each group member is expected to meet project and internal deadlines set by the group. Also meeting the rubric and the requirements for each milestone. They should communicate through slack if any issues are presented such as: not being able to make the deadline on time and etc. Make sure each member is pulling from the most recent update of the repository to ensure that there are no conflicts and up to date. In addition, after each work session by each group member they will need to push any additional updates and changes on to the repository with appropriate commit messages to ensure that other group members understand the changes made. Any issues should be communicated through the appropriate channels.

Meetings

Meeting times were decided on the group setup tutorial class (2023-01-27). Meetings will be decided to fit into every group member's schedule.

Communication

Majority of the communication will be through Github and Slack. As the teaching team will be able to track our progress in Slack and help us when need be by following through our steps. In Github, we are able to monitor our progress in the group project. Moreover, we are able to discuss the problem we have in a concise and efficient manner through issues and commit messages.

Reviews

All reviews should be monitored by each group member and comment on any issues that they deem is a problem. Each member is expected to proofread their own work after pushing their work on to the repository and also before pulling from the repository.

Roles

Two team members will be responsible for either of the two roles in each phase of the project (positions will be rotated). The roles are as follows:

1. Scribe:
    - Responsible for taking notes at the meetings and in-class tutorial sessions and adding it as a GitHub issue.
    - Make sure that the project board is correctly organized with all the pending and completed tasks for the week.
2. Reviewer
    - Responsible for doing a final check of the submission before the deadline to make sure all requirements are satisfied.
    - Make sure that the assignment rubric is followed before the submission.

Deadlines

In general, the deadline for the assignments will usually be due 11:59 PM on Saturdays. The deadline in the group should be assigned in the meetings. The reviewer will review the work on **Friday** first to make sure the final version is ready for submission.

Breach of Contract

Each person would receive up to 3 warnings and after that the teaching staff will be notified of issues with the group member.