

## Expectations

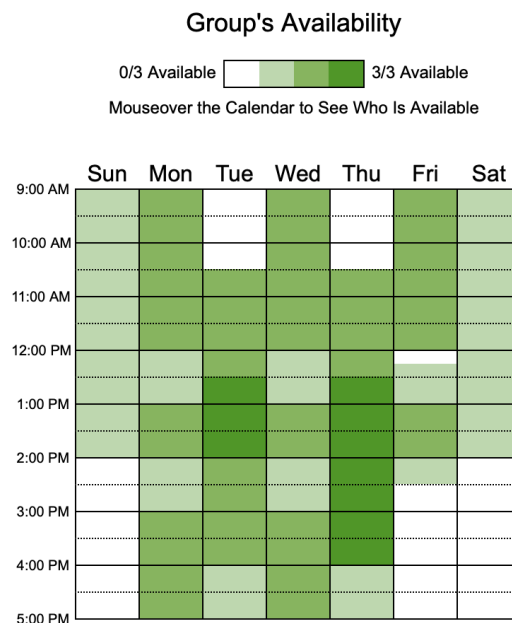
The time expected for group members to work on DSCI 310 will be a maximum of 20 hours unless all the team members agree to lengthen the time expected. If team members cannot complete their sections within the maximum hours, members should give notice via Messages at least 24 hours before the group submission date (Saturday 6am) to see if work should be redistributed or if the expected time should be increased.

All submissions are expected to meet the criteria of the milestones as set out in the instructions. This includes making sure all scripts are working, creating tests for all your functions, and using proper grammar in written submissions.

## Meetings

Meeting times were established during the initial team meeting held on 2024-02-02. Meetings will be held on Zoom on the following dates:

- 1 to 2 PM Tuesdays
- ALT: 1 to 2 PM Thursdays if needed (if additional time needed, we can run until 4pm)



Should additional time be needed, the team will discuss as necessary.

The group will have a second formal meeting during the tutorial for 310 on Tuesdays at 1 pm. All members are expected to attend the meetings. If a member cannot make a meeting, written notice must be given 24 hours before the meeting to discuss alternative options.

## **Communication**

All communication outside of the meetings will be through Messages or Github. Github will be the primary communication tool for ideas, suggestions, submitting work and reviewing work. Messages will be the primary communication tool for informal communication and scheduling meetings.

## **Reviews**

All members are expected to submit a pull request for their work on the repository for the group project on Github.com. Members are expected to add teammates as reviewers to have all pull requests reviewed by another teammate. Pull requests should be reviewed within 24 hours after creation.

## **Deadlines**

Deadlines for individual items will be assigned during meetings. Team members will review the work before submission deadlines to ensure that the final version is ready for submission and create the required version tag.

## **Breach of Contract**

Failure to follow the team contract will result in a three-step warning system:

1. The first step is a written notice that outlines the violation of the team contract and a reminder of the team contract conditions.
2. The second step is a meeting to discuss the behaviour and write an agreement to follow the team contract is required by the member.
3. The third step is to reach out to the lab instructor or TAs of the issues with the teammate