**DATA 608 TEAM CONTRACT**

**Group Members & Contact Information**

1. Gautham Nagaraj ([gautham.chandrasheka@ucalgary.ca](mailto:gautham.chandrasheka@ucalgary.ca))

4. Franco Doi ([franco.doi@ucalgary.ca](mailto:franco.doi@ucalgary.ca))

**A. Meetings and Communication**

**A1. How will your team meet (in-class only, or outside? How often? What format - in-person meetings, or via video conference? Will you need a quorum - a minimum number of team members in attendance - for meetings to function well?)**

-We intend to meet in-class each week, and as needed, will meet virtually or in-person as tasks and deadlines become due that require the group to work together.

-We will either schedule and communicate meeting expectations either through our group chat on WhatsApp or at the end of each meeting.

-We anticipate that all two members will attend meetings when scheduled, either in-person or virtually and we believe that all two members need to be present for the necessary progress to be made.

**A2. What will make each meeting successful? Will you use this time to solve blockers, check on the status of each team member, or otherwise make progress on the project?**

-Each meeting will have a set of goals and expectations that will be clear in advance.

**A3. How will your team communicate outside of meetings? (Email? Another communications platform? How regularly should people be responding, and how quickly should they be expected to reply?)**

-We have created a WhatsApp group, which will be used by members to communicate about the progress and schedule team meetings.

-Team members are expected to reply to communications at their earliest convenience.

**B. Division of Work or Responsibilities**

**B1. Have you identified roles (for example meeting scheduler, meeting chair, someone to follow up on communications, project manager, somebody to record action items from meetings or correspondence, somebody to take care of shared code?)**

-We have not yet identified roles within the project, and we anticipate that roles will only be distributed after we reach a consensus on the specific details of the project.

**B2. How will you divide the work on the project?**

-We will divide work initially voluntarily based on who would like to perform the tasks, otherwise, work will be divided by individual tasks and divided evenly based on the workload of those tasks

**B3. Will you set internal deadlines? Who sets them, and how will you enforce them?**

-Yes, internal deadlines will be set 1-2 days ahead of when the group needs that task completed to allow some flexibility and so the group can check in on the task and provide help without impacting the schedule of the project.

-Deadlines will be set after consensus has been reached by all members of the team and said deadlines will be enforced by all members of the group. Collective accountability is what we are aiming to adhere to.

**B4. How will the team members be assigned? Will they rotate roles?**

-Team members will be assigned to certain roles and responsibilities prior to formally commencing work on the project.

-Roles will be rotated, if necessary, to ensure that everyone is satisfied with the work they are doing and to ensure that other group members obtain the help they need, if at all.

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**C. Working Together Equitably, or Disputes**

**C1. What do you know about each other's ability to contribute to the team? Are there major anticipated absences or events (travel for work, religious observances, family events) which may impact your ability to work on the project?**

-Members of this group have backgrounds in computer science and data science. As a result, we believe that we are all incredibly well-positioned to tackle a project of this magnitude.

-As of now, there are no major anticipated absences or events that will disrupt our work on the project throughout the term. If any events arise or if we are made aware of any absences, we will take the necessary steps to ensure that the roles and responsibilities of those individuals are assumed by other members of the group.

**C2. Have you agreed on whether you will use generative AI tools such as ChatGPT or Co-Pilot (or others), or not?**

-We have agreed that Generative AI-based might be used as a reference to develop this project, and that will be the extent of its use. It will not be used to generate sections of code, perform analysis or write reports.

-An example of Generative AI used for this project may involve using it to debug code that we are struggling with.

**C3. What happens if it is clear someone isn’t contributing their fair share of work?**

-All members of the group will be given a fair amount of work. Additionally, everyone in the group will have certain deadlines associated with their component of the project.

-If a member fails to meet their assigned deadline and another member steps in to complete their work, the member who did not complete their task, will be allocated more work share.

-In the case that a member has missed multiple group deadlines and additionally, failed to complete their adjusted allocated work, then these facts and sequence of events will be reported to the professor.

**C4. How will you determine when the project is ready to progress to the next step? Who and how will you determine if the work is “good enough”?**

-When all the team members agree, and there are no more things to add to the current step and satisfactory result is achieved for the current step.

**C5. Is there a dispute resolution mechanism? (Can you vote? Is someone able to mediate?)**

-Any disputes that arise during the term will be discussed at the earliest possible convenience to ensure that a resolution is reached prior to further work on the project.

-Furthermore, any disputes that have the potential to significantly upend the project or disrupt progress, will be put to blind vote, if no compromise can be reached.

**D. Agreement and Acceptance**

I have read, understood and agreed to all the terms and conditions specified in the contract and I also agree to follow the terms of this agreement.

Name: Gautham Nagaraj

Date: 12/09/2024

Name: Franco Doi

Date: 12/09/2024

**E. References**

[1] “Project Contract Template [EECS Project Courses],” *Yorku.ca*, 2022. <https://wiki.eecs.yorku.ca/dept/project-courses/contract_template> (accessed Sep. 11, 2024).

[2] <https://d2l.ucalgary.ca/d2l/le/content/618084/viewContent/6581789/View>

[3] <https://d2l.ucalgary.ca/d2l/le/content/618084/viewContent/6638640/View>

[4] C. for, “ProjectSkillsMentor,” *ProjectSkillsMentor*, May 12, 2021. <https://projectskillsmentor.com/project-skills/project-contracts-the-essentials-for-project-success> (accessed Sep. 12, 2024).