**Team Contract**

**Our goal in this project** is to be able to refine and develop the necessary skills for data analytics, workflow management, and teamwork capabilities.

**For our attendance and meeting pattern**, expect to be having a meeting at least once a week. The day and time of the meetings will be decided a week prior to the following meeting through an Instagram group chat all of us should be in already. This is to be able to best accommodate everyone’s schedules. Some exceptions to the schedule are that we all vote to postpone or cancel a meeting due to shared unavoidable circumstances, for example, studying for a midterm. For any personal matters, please let the group know. And for any important meetings that are missed, find and ask someone in the group to fill you in on the details. If someone misses a meeting in which we divide up a task regarding our assignment, we will make sure to evenly distribute the accommodated workload and let everyone know their role.

**Expectations** of working as a team involve staying on task with an assignment, completing all needed assignments before the deadline, and doing any task distributed evenly throughout the group. If, for some occasion, someone is unable to complete their role in a task, then depending on the workload of that particular task, we will decide whether we fill in for that individual or talk to the individual to make sure that the next task they will receive will accommodate for the previous missed task to keep everything fair.