

# Team Contract (DSCI\_522\_Group\_5)

## Expectations

The time expected for group members to work on DSCI 522 will be a maximum of 6 hours unless all the team members agree to lengthen the time expected upon consensus is reached. If team members cannot complete their assigned tasks within the maximum hours, members should give notice on Slack at least 224 hours before the group submission date (normally Saturday 6pm). The team will discuss and reallocate resources to ensure the work can be submitted on time.

All submissions are expected to meet the criteria of the milestones as set out in the instructions. This includes but not limited to 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 November 16, 2022. In-person meetings will be held during DSCI 522 lab sessions. Extra ad-hoc meetings will be held either in-person or online whenever necessary and appropriate.

- November 23, 2022 1400-1600
- November 30, 2022 1400-1600
- December 7, 2022 1400-1600

All members are expected to attend the meetings. If a member cannot attend a meeting, written notice (on Slack) must be given 12 hours before the meeting to discuss the alternatives.

## Communication

All communication outside of the meetings will be through Slack or Github. Github is the primary communication channel for ideas, suggestions, submitting work and reviewing work, while Slack is for informal discussions and sharing.

## 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. All pull requests are expected to be reviewed within 24 hours after creation.

## Roles

No static role is assigned. In each team meeting, tasks with reasonable deadlines will be allocated fairly to each member upon consensus is reached.

## Breach of Contract

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

1. The first step is to have a meeting to discuss the issue and figure out a solution if possible.
2. If the situation persists, the second step will kick in. The team will escalate the issue to the lab instructor or TAs.

