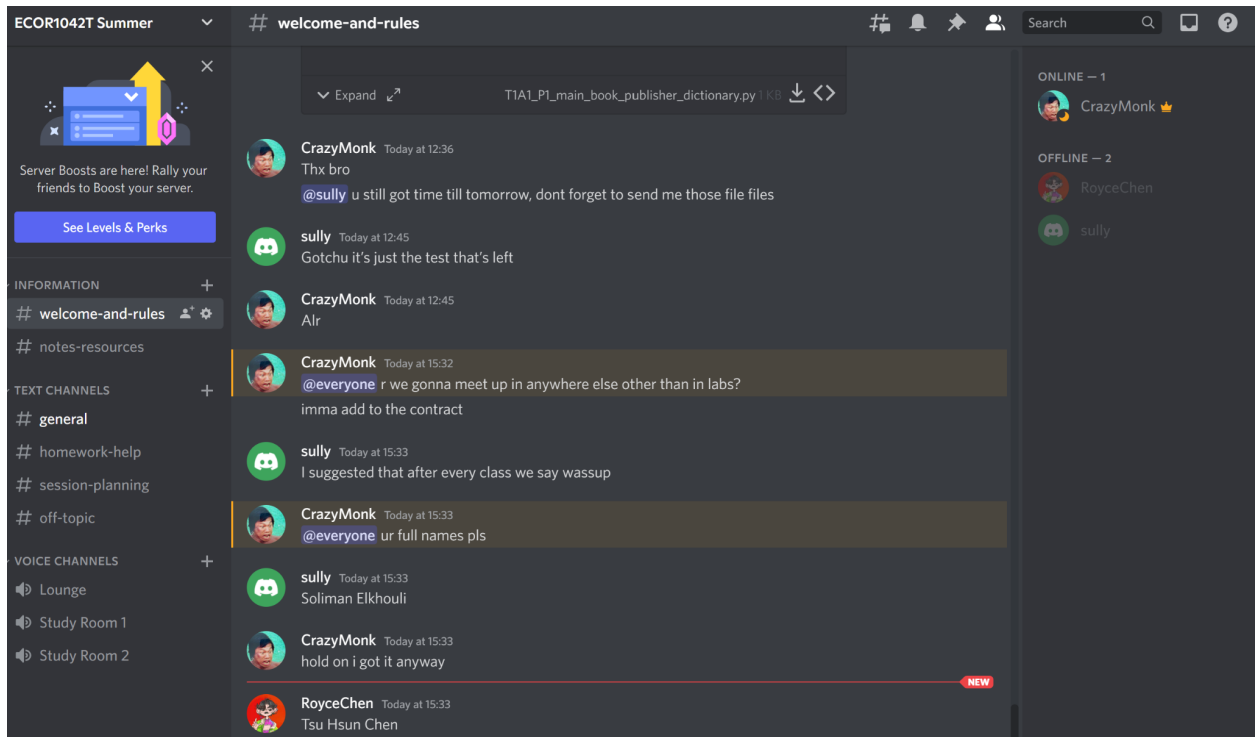**TEAM PROCEDURES:**

- Team members meet as a group in the university campus to help each other with regards to project milestones and their specific steps.

- Group T1A1 has a discord server dedicated to communicate in a faster way.

-

- The decision-making policy within the group is done by majority vote.

- The group leader Muhammet Furkan Yalcin is responsible for setting the agenda and letting each team member know what is to come, what to do regarding the milestones if necessary. All these records are kept in this document even after it is submitted.

- The group has been given 3 hours every Friday for lab assignments and they are expected to get their work done within a given time limit.

Meeting Time	Meeting Place
During the day for an hour (8pm-9pm)or(9pm-10pm)	Discord
During the lab for 3 hours	Campus

DUE DATES

P1: Task 1 - Team Contract
☑ ~~Due July 21st~~

P1: Task 3.1 - Division of Tasks
☑ ~~Due July 21st~~

P1: Task 3 - Individual Code (Reading the dataset)
☑ ~~Due July 19th~~

P1: Task 4 - Team Code (Code Review)
☑ ~~Due July 21st~~

TEAM EXPECTATIONS:

Work Quality:
Project Standards:

Name	Grade Goal for the Project
Muhammet Yalcin	90
Soliman Elkhouli	90
Tsu Hsun Chen	90

- In order to achieve this grade, the group has to be communicating with each other throughout the project and let each individual know anything beforehand in case some error occurs.

TEAM PARTICIPATION:

Function Name	Student Name
book_category_dictionary	Muhammet Yalcin (Team Leader)
book_author_dictionary	Soliman Elkhouli
book_publisher_dictionary	Tsu Hsun Chen

- Muhammet Furkan Yalcin and his fellow team members come to an idea that their team strategies, task maintenance are shared in the given social gathering platform which is discord and other than that, they gather at locations in either lab class and around the campus to discuss those topics.

- Colleagues of this group have chosen the leader as Muhammet Yalcin by majority vote informally.

PERSONAL ACCOUNTABILITY:

- The team is obviously expected to meet with the deadlines and both individual and team effort is a must. Team leader is entitled with much more duties such as dealing with this contract and team codes along with managing the overall situation going on in the group.

- The team has met with the deadlines so far and the team leader is assigned to make sure of that even with the status of the individual codes since they might affect the team code.

- The commitment and communication are promised by team members no matter what situation occurs.

CONSEQUENCES FOR FAILING TO FOLLOW PROCEDURES
AND FULFILL EXPECTATION:

- Infractions mentioned such as poor time keeping, communication and quality work might happen during the project since it is a nature of human being, but to prevent that, every single part of the project is dealt within the group with effort and even those late responses are eventually promised to be the least and not last but least, the team members are aware of the fact that they ought to pass this course to continue their engineering path without losing any time. Therefore, those infractions are kept minimalistic.

- If unfortunately the infractions keep happening, it is either a fault that a member of the group has committed or the team leader does something wrong. In any case, related TAs or the professor are going to be emailed regarding these issues.

CONFIRMATION:

By signing this form, you are confirming that you participated in the preparation of the team contract and that you will abide by its terms; specifically:
a) I participated in formulating the standards, roles, and procedures as stated in this contract.
b) I understand that I am obligated to abide by these terms and conditions.
c) I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract

Date: 07/20/2022

Brightspace Team Identifier	T1A1
Optional Fun Team Name	Engin33rz

Team Members	Student Number	First Name	Last Name
1	101233944	Muhammet	Yalcin
2	101244211	Soliman	Elkhouli
3	101238818	Tsu	Chen

If any of your team members are missing, the team should reach out to them via Brightspace's email utility.