DSCI 310 Teamwork Contract

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1. **How will work be distributed fairly and equitably? What are the expected work hours for the project?**

Team members are expected to dedicate a maximum of 4 hours per week to work on DSCI 310 unless all members agree to extend this time. If a team member is unable to complete their assigned tasks within the allocated hours, they must notify the group **at least 24 hours** before the submission deadline (Saturdays, 23:59). This notification should be sent via **email or Instagram** to discuss whether tasks should be redistributed or if the time commitment needs to be adjusted.

2. **How often will group meetings occur?**

Meetings will be held at least twice per week, once on Friday and once on Saturday, either during tutorial on Friday, or on 1600 for both days. All members are expected to attend. If a member cannot attend, they must provide written notice **24 hours** in advance to discuss alternative arrangements.

Availability:
- Dua: 1530 onwards on weekdays, any time on weekends.
- Luke: MWF afternoons, weekends after 1600.
- Kaylee: MW mornings, F afternoons, any time on weekends.
- Nicholas: M 1100-1530, T after 1700, W 0900-1530, Th 0900-1200, F 1000 onwards, any time on weekends.

All 4 members are free:
- Weekdays: Friday during DSCI310 tutorial time, Fridays from 1530 onwards.
- Weekends: Any time after 1600 on Saturdays and Sundays.

3. **Will you have meeting agendas and minutes? If so, what will be the system for rotating through these responsibilities?**

Agendas should be set at least 24 hours in advance and will be worked on collaboratively. These agendas should ideally be completed within an hour.

4. **What will be the style of working? Will you start each day with stand-ups, or submit a summary of your contributions 4 hours before each meeting? or something else?**

We will adopt a collaborative and transparent style. Team members will communicate regularly via a shared platform and update the group on their progress. We will also use Google Docs, GitHub milestones, and GitHub dashboard to track tasks.

Instead of daily stand-ups, each member will update progress 4 hours before meetings (e.g., "Completed X, working on Y, need help with Z" on Google Docs). This will keep everyone informed

and allow us to address issues efficiently during meetings. Everyone should also regularly check GitHub to address both issues that pop up and potential merge conflicts.

5. What is the quality of work each team member expects from themselves and each other?

All team members are expected to deliver high-quality work, meet deadlines, and communicate openly if challenges arise. We will hold each other accountable while maintaining a supportive and respectful environment.

6. And any other similar things that govern your working relationships.

We would ideally be able to allocate our tasks relatively evenly, as well as expect them to be completed in a timely fashion.