

Team Contract

Programming language used: python

Expectations

The time expected will be a maximum of 6 hours

unless all the team members agree to lengthen the time expected. If team members cannot complete their sections within the maximum hours, members should give notice on Slack at least 24 hours before the group submission date to see if work should be redistributed or if the expected time should be increased.

All submissions are expected to meet the criteria of the milestones as set out in the instructions.

This includes 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 2023-11-09. Meetings

will be held in or meet outside campus on the following dates: **Every Tuesday after lab01.**

If a member cannot make a meeting, written notice must be given 24 hours before the meeting to discuss alternative options.

Communication

All communication outside of the meetings will be through **Slack, Github, or Whatsapp or Instagram.** **Github** will be the primary communication tool for ideas, suggestions, submitting work and reviewing work. **Slack** will be the primary communication tool for informal communication and scheduling meetings.

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 to have all pull request reviewed by another teammate. Pull request should be reviewed within 24 hours after creation.

Roles

There are three roles team members will be responsible for each week. The roles are as follows:

- 1. Scribe:** Responsible for taking notes at the meetings and in-class lab sessions and adding as a GitHub issue. Responsible for sharing with all notes and in-class activities to teammates.
- 2. Proof-reader:** Responsible for doing a final check of the submission before the deadline to make sure all requirements are satisfied.
- 3. Submitter:** Responsible to merge and submit and add team member names on GitHub and Gradescope before deadline.

* if there is any merge conflict before submission, all team members should be working on to solve the issue together.

* Positions will be rotated each week to ensure that each team member does each position once.

Deadlines

Deadlines for individual items will be assigned during meetings. The proof-reader will review the work on Saturday and ensure that the final version is ready for submission and the Submitter create the required version tag and submit the delivery.

Breach of Contract

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

1. The first step is a written Slack notice that outlines the violation of the team contract and a reminder of the team contract conditions.
2. The second step is a meeting to discuss the behaviour and write an agreement to follow the team contract is required by the member.
3. The third step is to reach out to the lab instructor or TAs of the issues with the teammate