**School of Computing and Information Systems**

**The University of Melbourne**

**COMP20008, Elements of Data Processing, Semester 1, 2024**

**Assignment 2 - Group Contract**

**Group Name:** W07 G03

**Workshop:** Monday 12:00PM

**Tutor**: [Tutor's Name]

**Group Members:**

* Riley Mitchell – 1353040 – rmmitc@student.unimelb.edu.au
* [Student 2 Name] – [Student 2 ID] - [Student 2 Email]
* [Student 3 Name] – [Student 3 ID] - [Student 3 Email]

**Research Question:**

Briefly describe the scope and goals of your data analysis. Outline the problem statement or objective you aim to address and the methods you plan to use for analysis.

**Project Overview:**

Outline the methods and strategies you are going to use to complete the assignment.

Consistent working pace given by all members of the team with regular group meetings to track progress and readjust current goals.

**Roles and Responsibilities:**

Specify the roles each group member will undertake throughout the project. Define the tasks, responsibilities, and contributions expected from each member. Ensure that roles are distributed fairly and leverage each member's strengths.

|  |  |
| --- | --- |
| Member Name | Role and Responsibilities |
| Student 1 | [Description of Student 1's Role and Responsibilities] |
| Student 2 | [Description of Student 2's Role and Responsibilities] |
| Student 3 | [Description of Student 3's Role and Responsibilities] |

**Communication Plan:**

Establish a communication strategy to ensure effective collaboration within the group. Specify how and when you will communicate (e.g., regular meetings, communication platforms), and establish guidelines for timely responses.

Regular meetings will be held both in person and online over zoom twice a week to discuss task progress, merge current works and delegate and discuss future tasks. Main communications outside of regular meetings will be done through the message group chat used for any urgent status updates on other teammates.

**Meeting Schedule:**

Outline the frequency, duration, and preferred times for group meetings. Set expectations for attendance, punctuality, and participation during meetings.

Group meetings will be on Wednesdays and Fridays at [time 1] and [time 2] attendance is expected for every meeting, however physical attendance can be waivered for online attendance if a valid excuse is given to the group.

**Decision-Making Process:**

Define the process for making decisions within the group. Establish methods for resolving conflicts or disagreements in a constructive manner.

Decisions as to the direction of the assignment in which conflict arises will be solved by a group vote. Given that there are 3 members in our group these conflicts will be swiftly solved and moved on from.

**Work Plan and Timeline:**

Provide a tentative timeline for key project milestones, including data preparation, analysis, report drafting, and presentation preparation. Allocate time for review and revisions.

Code and Report Submission (10 May 5PM)

Slides Submission (13 May 9AM)

Oral Presentation (13 May)

Teamwork Evaluation (24 May 5PM)

Finish Code: 1 May

At least first draft of the code completed by this time.

Finish Report: 6 May

At least entire first draft by this time.

Finish Slides: 11 May

At least entire first draft by this time.

**Code of Conduct:**

Set expectations for professional behaviour, including respect for differing opinions, active participation, and accountability for tasks. Address how to handle underperforming team members.

Clear and respectful communication is always expected. Genuine consideration of team member’s ideas, active participation and accountability of assigned tasks is a necessity. There will be full transparency with underperforming team members. Members not reaching quotas will be swiftly notified to see how best the situation can be resolved and the group brought back on track. Be it aiding with the member’s tasks or reassigning roles to better suit task requirements, we will do our best to ensure that in these cases, the team can work together to overcome the challenge.

**Disagreements or non-responsiveness:**

Set what will happen in the event of disagreements among group members or instances of non-responsiveness from a team member.

1. **Communication Attempt:** Initially, the concerned group members will attempt to communicate directly with the individual in question to address the issue and seek resolution.
2. **Mediation:** If direct communication fails to resolve the disagreement or non-responsiveness, the matter will be brought to the attention of the tutor of the workshop for mediation. The tutor will facilitate a discussion to find a mutually acceptable solution.
3. **Escalation:** If the issue remains unresolved after mediation, it will be escalated to the head tutor or subject coordinator for further intervention and resolution.

**Signature:**

By signing below, each group member acknowledges their commitment to adhere to the terms outlined in this contract.

Student 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Student 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Student 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

This contract is intended to establish clear expectations and promote effective collaboration among group members throughout the duration of the data analytics project. Any amendments to this contract should be discussed and agreed upon by all group members.