Team Contract

Team Name: "Group F"

GOALS: What are our team goals for this project? **What do we want to accomplish? What skills do we want to develop or refine?**
Project Objectives: Successfully design and implement an intelligent agent tailored for Academic Research Online, capable of autonomously scraping, processing, and storing data from specified websites (e.g., social media, search engines). **Success Criteria:** Meet the domain requirements of data identification/retrieval, processing (e.g., cleaning, analysis), and presentation/storage (e.g., CSV files, dashboards). **Skill Development**: Refine expertise in Python, web scraping (Beautiful Soup, Selenium), agent architectures (BDI model), teamwork, and Agile project management.
EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?
Attendance: Weekly virtual meetings (Zoom/MS Teams), with mandatory attendance (min. 80%). Absences require 24-hour notice. **Participation**: Active contribution in brainstorming, code reviews, and documentation. All opinions valued equally. **Communication**: Daily updates via Slack/Teams; responses within 4 hours during work hours (9 AM–6 PM GST). **Quality**: Code/documentation reviewed by at least two members before submission. Adherence to PEP8/Pylint standards. **Deadlines**: Tasks completed 24 hours before milestones to allow revisions.

POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes?

Meetings: Agenda circulated 24 hours prior. Minutes documented and action items assigned.
Task Management: Trello board for tracking; tasks assigned based on roles.
Conflict Resolution: Disagreements resolved via majority vote; unresolved issues escalated to faculty advisor.
Version Control: GitHub for code, with branches for features/bug fixes. Pull requests require peer approval.

ROLES: Which roles do we need in this project and how do we allocate them? Will there be a project lead? Is there a need to rotate roles?

1. **Project Lead (Fahad Saleh):** Oversees timelines, coordinates meetings, collect inputs from all participants and liaises with stakeholders.
2. **Lead Developer (Rayyan Alnaqbi):** Manages codebase, implements core agent logic, and integrates APIs.
3**. Researcher/QA (Ali Alzahmi):** Conducts literature reviews, validates algorithms, and ensures testing coverage.
Rationale: Roles assigned based on strengths (Fahad's leadership experience, Rayyan's coding skills, Ali's analytical approach). No rotation due to time constraints.

CONSEQUENCES: How will we address non-performance regarding these goals, expectations, policies and procedures? How do we resolve disagreements?

Non-Performance: Missed deadlines trigger peer support; repeated issues escalate to faculty advisor.
Disagreements: Mediated via structured debate (e.g., "Six Thinking Hats" method).
Breach of Policies: Temporary role reassignment or adjusted workload.
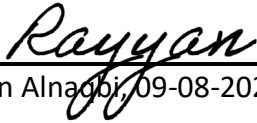
By signing this contract, we confirm that:
- we have participated in formulating these goals, expectations, roles, procedures, and consequences as stated in this contact.
- we agree to abide by the contents of this contract

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Fahad Saleh, 09-08-2025

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Ali Alzahmi, 09-08-2025

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Rayyan Alnaqbi, 09-08-2025