Team Contract Group 3

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| **GOALS:** |
| * Achieve the goal of the machine learning project without difficulties. * Discover how to apply techniques of supervised and unsupervised learning. * Improve collaboration and project management competencies. * Support team sharing by resource and mentorship to promote learning from peers. * Foster technical writing and presentation skills through documentation and group presentations. |
| **EXPECTATIONS:** |
| * Join the team meetings (virtual/in-person) and inform the team beforehand in case of unavailability. * Collaborate through the group chat platform and WhatsApp on a regular basis. * Each team member is to analyse team progress at least once a week and offer feedback. * Be respectful, open-minded, and encourage inclusive discussions. * Submit all completed work by the deadline as instructed. * Critique each other's work in a supportive manner. |

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| **POLICIES & PROCEDURES:** |
| * Schedule a progress meeting every Friday. * For documentation and sharing of code, a Word Document shall be utilized. * Collaboratively brainstorm before commenting any major tasks. * Code reviews are done through pull requests and done collaboratively marking any approvals. |
| **ROLES**: |
| * Project Lead: Majed Al Zaabi – supervises progress and team merging. * Data Specialist: Rayyan Al Naqbi – Carries out data gathering and data preparation. * Model Developer: All Team – Works on model development, training, and parameter tuning. * Documentation Lead: Shaikha Al harthi – Prepares and coordinates all project reports and documentation and formats the master report. * Report Lead: Mohammed Al Zaabi – Collect inputs from all participants/ team members and integrate them with the right format, citation styles, and submission guidelines.   **These roles can remain constant, or change every other week, depending on the phase of the project.** |
| **CONSEQUENCES:** |
| * Correct missed work, as needed, during discussion and reallocation. * Any non-repeated performance issues would entail reporting to the instructor and contemplating team reorganization. * Conflicts will be solved through voting or discussions within the team; if not, they will be taken to the instructor. |

By signing this contract, we confirm that:

* We took part in defining in these goals, expectations, roles, procedures, and consequences as described in this contact.
* We understand that we must comply with the terms of this contract.

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Description automatically generated



Majed Al Zaabi, 03 May 2025

Rayyan Al Naqbi, 03 May 2025

Mohammed Al Zaabi, 03 May 2025

Shaikha Al Harthi, 03 May 2025