

Group Contract

Agreed communication method between the group, email, teams, etc

- Teams, Email, WhatsApp, Kanban, GitHub.

Availability of group members, when do you all have deadlines from other modules.

- Most of the group has deadlines in early April, so we should try to complete by end of March, with only tidying remaining.
- Brian has his final project Viva mid March 2024, then is more available.
- Pamela has a similar commitment 13th March 2024.
- We should try to complete the project as quickly and straightforwardly as possible.

Split of tasks and deadlines for delivery.

- addressed above.
- deadlines will become tighter in second half of March, and coding should be complete by end of March.
- for now, contribute what you can when you can, and at a minimum do agreed tasks in meetings on the agreed timescales, and share with group.

How and when you are going to meet.

- weekly on Fridays at 12noon from Friday 8th March to Friday 5th April.

Whether you will use R or Python. You can do different parts of the project in different languages, but you should agree between yourselves how you are going to manage this.

- Python because we're all familiar with it.
- Alternatively, you can probably do whatever, and we'll still integrate it into the Report, but please attach a reasonably clear explanation of what you did!
- For example, the Wolfram Language (via Mathematica or Wolfram Cloud) has nice visualization and RandomForest functions built-in, provided we explain it clearly enough for Chrissy to be satisfied we understand what we're doing.

How actions and discussions from meetings should be documented.

- James will write minutes and post them on Teams.
- Tasks can be noted on Kanban.

What you will do if deadlines agreed within the group are not met.

- We agreed that teamwork is in our interests.
- We're going to help each other and finish up quickly. We've agreed to stay in touch, attend regular meetings, and ask for help quickly.
- I suppose we'll refer absence to Chrissy / Wellbeing Advisers to follow-up.
- But we can't really do anything about blatant non compliance because our agreements aren't enforceable.
- In any case, we agreed to give each other a heads up if anything comes up, so that we can work around each other's problems with minimal disruption.

How you will help and support each other if you are struggling with an assigned task.

- We agreed to be an open and friendly group that are happy to help each other.
- Whatever it is will either get done anyway, or else it doesn't matter, so try to be cool about it and it'll be okay.
- Options include: advice about how to do it, helping you do it, doing it for you, re-assignment to some other part of the project, referral to our nice list of alternative tasks for you to work on instead, contributing in other ways, being excused from the task, or perhaps being excused from assignment as a whole if that makes sense (not our call within the group - ask Chrissy etc.).