CS PROJECT TEAM CONTRACT - JAN 8, 2024
Spring 2024

Project Name: BBB Data gets Better and Better

Project Client: Better Business Bureau
Team Name: BBBrothers
Team Lead: Tebibu Kebede
Database Engineer: Justin Engels
Data Pipeline Engineer: Ali Rashid
Data Pipeline Engineer: Mohamed Farag
Data Engineer: Pedro Gomes do Nascimento

Section 1: Mission Statement

The BBBros will provide BBB with a requirement analysis document analyzing the problem they've provided us and including possible solutions and tools to solve that problem, a core algorithm to gather good data for their database using web scraping tools, a testing framework for this algorithm, a final usable system to utilize this algorithm, and documentation for all of our work.

Section 2: Roles and Responsibilities

All team members will:

1. Adhere to the **Professional Expectations of CS Students and Faculty**, the **Computer Science Professional Behavior Expectations and Policy**, and all COVID safety guidelines and requirements
2. Submit work assigned and volunteered for on or before the assigned/agreed upon deadlines
3. Ensure the quality of work for both individuals and the team
4. Participate in all team meetings
5. Attending all meetings with the faculty coach – this is mandatory!
6. Inform the team of any extenuating circumstances that will prevent the mentioned responsibilities from being fulfilled
7. Immediately arrange to fulfill any required duties in the event of extenuating circumstances
8. Carry out required tasks and communicating findings and results
9. Plan agendas of meetings with the client, the faculty coach, and/or the industry mentor when deemed necessary by the team
10. Document major issues and decisions related to the project and communicate them to the team, as well as the faculty coach

11. Communicate honestly with the entire team if they perceive a problem within the team dynamic

The **Team Lead** will:

1. Collaborate with the team to determine what needs to be done to achieve Milestones agreed upon in the project Timeline (see Project course syllabus for definitions)
2. Constrain the scope of the project to ensure feasibility of deliverables, meet project timelines, and minimize scope creep and other undesirable outcomes
3. Delegate tasks and track progress toward completion of tasks, assist in achieving on-time task completion where possible
4. Serve as the main point of communication with the client, the faculty coach, the communications coach, the industry mentor, along with our partnering team.
5. With faculty support and guidance, enforce consequences in the case of contract breach
6. Provide final approval of all reports and presentations prior to final submission
7. Collaborating/assisting with other members of the team in the design activities of the project
8. Take on additional project work as agreed

Ali Rashid **will be the Data PipeLine Engineer and is responsible for:**
1. Design database structures that efficiently store and organize data
2. Build computing components for data deduplication and data cleaning
3. Database content confirmation and Alert team members of any failed code or refactoring needed.

Justin Engels **will be Data Engineer will and is responsible for:**
1. Be the primary point of contact for any database-related problems.
2. Handling data to and from the database.
3. Focus on data validation, verification, and database content confirmation.

4. Develop computing components that support the deduplication of existing database entries and data cleansing of new inbound data.
5. Work on testing utilization to improve code.

Mohamed Farag **will be the Data Pipeline Engineer and is responsible for:**
1. Implement computing components
2. Verify the accuracy of the accuracy of the collected data
3. Work with URLs and email addresses and their intersection.
4. Collaborate with the team to integrate and design functioning infrastructures

Pedro Gomes do Nascimento **will be Data Engineer will and is responsible for:**

1. Focus on data validation, verification, and database content confirmation.
2. Verify the accuracy of the accuracy of the collected data
3. Work with URLs and email addresses and their intersection.

ALL Team members **will be responsible for taking meeting notes on a weekly rotation**:

1. Answer Questions asked in Client Agenda
2. Take notes on key points discussed in the meeting

Section 3: Communication

Team members will:

1. Send all project related communications to the whole team as well as to the faculty coach, industry mentor, communications coach, and/or client when appropriate.
2. Respond to e-mail and phone correspondence within 24 hours
3. Share knowledge related to the project to ensure teammates understand relevant topic(s) and their connections
4. Stay focused during discussions and learning activities
5. Communicate honestly with the other team members in all correspondence

Section 4: Consequences

1. In the event of a breach of this team contract by any team member(s), a verbal warning followed by a written warning delivered by e-mail or in person shall be issued, allowing the member to correct their behavior.
2. At the end of the first half of the semester, each team member will be asked to write what they believe each team member's team multiplier should be. A team multiplier can be anywhere from 0 to 1.2. The sum of the team multipliers cannot exceed the number of team members on the project. These ratings will be given to the faculty coach, who will find the average (mean) team multiplier given to each team member. The faculty coach will then communicate to the **Team Lead** the average preliminary multiplier for each team member. The team multipliers received at the end of the first half of the semester will not be used for grading but rather as an indicator for fellow team members' perceptions of performance up until that point.
3. At the end of the semester, the team multiplier calculation process from Section 4 (2) will be repeated. However, this time it will be processed through a neutral third party to create an anonymous reporting channel back to the faculty coach. The faculty coach may, at his or her discretion, use the team multiplier for grading purposes (see the Project syllabus Grading section for details). The Team Lead will disseminate the final team multipliers to the team members.
4. In the event of a team member failing to adequately prepare for a presentation, the other three members can hold a majority vote to prohibit the offending member from presenting. If this happens, the offending team member's team multiplier would be expected to be reduced.

5. In the event that a team member breaches this team contract and fails to take corrective action, the other three team members can hold a majority vote to rearrange team roles and responsibilities or remove the offending member from the team entirely.
6. Removal of a team member per Section 4 (5) must be approved by a majority vote of the four Computer Science faculty.

Section 5: Modifying this Contract

If changes to this contract become necessary after it is signed, all team members must agree to and sign the modified contract. In the event that this contract is modified, and the modified version is signed by all team members, then the previous version will be null and void.

If a team member is removed per Section 4 (5), the contract will need to be modified to fit the updated team organization. The modified contract needs to be approved and signed by all team members except the member being removed.

All changes to the team contract need to be approved by the faculty coach.

Section 6: Conflict Resolution:

Team members make a commitment to ensure to maintain and establish an equitable, fair, safe environment for each other. In efforts to establish an open work group for the expression of creative ideas. Team members recognize that conflict relating to creative ideas can be expected and will make best efforts to ensure that such conflicts are resolved successfully. Team members agree to the following provisions relating to conflict resolution:

1. Team members will work to separate personal feelings from professional views.

2. Team members will allow fair time for the conflict to naturally resolve in conversation without inducing team contract as a point of order.

3. In general, the team will operate on majority rule.

4. If a conflict cannot be resolved by a majority, the below steps shall be taken:

   a. The two approaches will be further investigated in hopes that an organic solution to the conflict to be found

      i. Mediated by team lead

   b. If the conflict is technical in nature, the team member with the lead responsibility for that technical area shall tiebreak.

5. All team members understand a decision may be reversible or changed and may ask to reopen a topic for discussion only with the consent of the team lead.

Section 7: Sick Policy:

If a team member is sick, then they have the following options. If you really CANNOT work on any tasks and are bedridden, then we only require you to let the team know what your progress on the task is. If you are able to WFH, then WFH!

Section 8: Contact Information

Members	Email	Phone
Ali Rashid	ali.rashid@mnsu.edu	651-434-0302
Mohamed Farag	Mohamed.farag@mnsu.edu	971-387-8015
Tebibu Kebede	tebibu.kebede@mnsu.edu	707-799-8230
Justin Engels	justin.engels@mnsu.edu	952-454-3532
Pedro Gomes do Nascimento	pedro.gomesdonascimento@mnsu.edu	507-581-4376

Section 9: Acknowledgment of Contract

Tebibu Kebede	*Tebibu Kebede*	01/8/24
Team Lead	**Signature**	**Date**
Justin Engels	*Justin Engels*	01/08/24
Database Engineer	**Signature**	**Date**
Mohamed Farag	*Mohamed Farag*	01/08/24
Data Engineer	**Signature**	**Date**
Ali Rashid	*Ali Rashid*	01/08/24
Data Pipeline Engineer Pedro G. do Nascimento	**Signature** *Pedro Nascimento*	Date 01/08/24
Data Engineer	**Signature**	**Date**