Team Work Contract

(DSCI 522 Group 22)

Team Members: Chun Li, Chris Gao, Jordan Cairns, Yingzi Jin

Expectations

- Work Hours: Team members are expected to dedicate a minimum of 3 hours per week to work on the DSCI 522 group project.
- Code Quality: All submissions must be readable and runnable, meeting the project's criteria and milestones. This includes proper testing of functions and using correct grammar in written submissions.

Meetings

- Lab Meetings: In-person meetings will be held for 2 hours every Monday in the lab.
- Online Meetings: Additional meetings will be conducted online via Slack as needed.
- Thursday Meetings: An in-person meeting will take place every Thursday from 4 pm to 5 pm.
- Meeting Agenda: Each meeting will begin with a set agenda discussing the questions to be addressed. At the end of each meeting, an actionable list and a short summary will be provided.

Work Distribution

- Fairness and Equity: Tasks will be distributed based on each team member's strengths and learning goals. Regular check-ins will ensure everyone feels the workload is equitable and manageable.

Working Style

- Collaborative Tools: Tools like Slack and GitHub will be used for continuous collaboration and communication.

Availability

- Non-working Times: Team members should not be expected to respond to communications after 9:30 pm or on Sundays due to family obligations.

Additional Considerations

- Respecting Differences: All team members will respect each other's working styles and personal commitments.
- Conflict Resolution: Any disagreements or conflicts will be addressed openly and respectfully, with the aim of finding a mutually acceptable solution.

Breach of Contract

- Three-Step Warning System: Includes written notice, a meeting to discuss behavior, and escalation to the instructor or TAs if necessary.