

DSCI524 Teamwork Contract

Team 18: Waleed Mahmood, Sifan Zhang, Charles Xu, Yimeng Xia

General Expectations

All team members are encouraged to contribute equally to this project. We expect mutual respect and kindness in our interactions. In the event that a team member is unable to finish their assigned tasks, it is important to notify the group via Slack at least 12 hours before the scheduled submission deadline.

All submissions should adhere to the milestones' requirements outlined in the instructions. This entails ensuring the functionality of all scripts, establishing tests for all functions, and maintaining correct grammar in written submissions.

Working Styles

Meetings

We will hold a minimum of two weekly meetings. The initial meeting will take place on Tuesdays, held in person at the laboratory, where we will formally discuss task allocation and weekly planning. The second meeting should be scheduled no later than Friday and will primarily be conducted remotely, with the flexibility to meet in person for collaborative work when necessary. Additional meetings may be arranged as required.

Communications

We will provide daily project progress updates to all team members through Slack and GitHub issues. Each member is responsible for summarizing their accomplished tasks and outlining their plans for the following day. GitHub will serve as the primary communication platform for project-related information, while Slack will be used for less formal communication.

Deadlines

We will complete all tasks with a minimum of 1 day remaining before the deadlines, allowing for a buffer period to address potential merge conflicts or make enhancements. Our commitment to this project entails dedicating a maximum of 5 hours per week to our work.

Conflict Management

In case of any conflicts, our primary aim is to use the issue tracker for communication. We will prioritize mutual respect and work collaboratively to find solutions and resolve conflicts to the best of our capabilities.

Administrative Matters

Availabilities

The entire team favors confining our work hours to weekdays between 10 am and 9 pm. At the start of each week, we will conduct a meeting to review the work from the previous week and reallocate tasks for the upcoming week.

Breach of Contract

In the event that team members do not adhere to the terms outlined in this agreement:

1. For the initial breach, we will address the violation by notifying it through a Slack message.
2. Upon a second breach, we will arrange a specific team meeting to discuss the matter.
3. If a third breach occurs, the team will escalate the issue to the Teaching Assistants (TAs) or the laboratory instructor.