

DSCI 522 Group 20 Teamwork Contract

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Group Expectations

Contribution Time:

- It is expected that team members will work on the DSCI 522 weekly milestone assignment for a maximum of 6 hours, unless all team members agree that additional time is required to complete the assignment prior to the deadline.

Work Completion:

- If any group members cannot complete their assigned weekly tasks (or require additional support), they must inform the other group members via Slack or at an in-person meeting 48 hours before the deadline at the latest.

Work Quality:

- All submissions are expected to be complete, meet the criteria of the milestones, and be of good quality. Good quality refers to taking personal responsibility that all outputs (ex/ scripts, functions, visualizations) are working properly and have unit tests (if applicable). For report writing, good quality refers to proper grammar and level of detail, such that the report is understandable and professional.

Group Meetings:

- All team members are expected to attend all meetings. If a team member is unable to attend in person, a Zoom option will be added to accommodate. If a team member is not able to attend due to unforeseen circumstances, they must inform team members via Slack 24 hours prior to the meeting time to discuss alternative options. They may be asked to provide a status update as a written summary before the meeting.

Communication:

- Slack will be the primary method of communication for project discussion, updates, changes to schedule, concerns, etc.

Meetings

Meetings will be held three times per week at the following times and locations. The intent of each meeting is listed below.

- Monday 2:00 – 3:00 pm: During lab block in ORCH 4074
 - Meeting intent:
 - Review weekly milestone requirements

- Split up work and assign responsibilities for the week
 - Assign deadlines for each individual item
- Wednesday 1:00 – 2:00 pm: Agora Eats Café
 - Meeting intent:
 - Mid-week check point to discuss progress. Each group member will share a summary of progress / highlight any issues (as applicable)
 - Address any roadblocks and determine if additional support from teaching staff is required.
- Friday 1:00 – 2:00 pm: Agora Eats Café / Zoom (virtual portion)
 - Meeting intent:
 - Pre-submission check point. Are all action items complete or on track to be complete by the assigned deadline? If not, determine an action plan to address discrepancies prior to the deadline.

Note: Additional meetings may be scheduled if required to meet weekly deadlines or discuss issues at the agreement of all teammates.

Note: Meetings will not be held on holidays / designated breaks in the MDS calendar.

Roles and Responsibilities

Group members will be responsible for completing an assigned portion of the weekly milestone objectives (responsibilities will be assigned as a group during the Monday lab session meeting).

In addition to the above base responsibilities, two additional roles will be assigned weekly. The following roles will rotate between team members each week to ensure that the work is equally distributed.

- Note-Taker:
 - Responsibilities:
 - Take notes at group meetings and add to GitHub as an issue.
 - Ensure these notes are shared with teammates via slack.
- Assignment Reviewer/Submitter:
 - Responsibilities:
 - Complete a final review of all submission files and the report prior to the submission. Intent is to ensure that the report is complete (I.e. all milestone requirements have been met) and ready for submission.
 - Submit the assignment to Gradescope by Saturday at midnight.

Pull Requests / Reviews

Group members are expected to add a pull request for changes / work they have completed and pushed to their branches. Members must add other teammates to serve as reviewers for the completed work / changes. Reviewers must perform a thorough review of the pull request within 24 hours of creation. If the review cannot be completed

within this time period, the reviewer must notify the team on Slack to discuss alternate options.

Breach of Contract

Contravention of the team contract will result in a sequential warning system as follows:

- First, the violating student will be sent a written notice on Slack detailing the breach of contract. All other team members must agree that a breach of contract has occurred and agree to initiate the warning process prior to a warning being issued.
- Second, if the issue persists, the concern will be discussed with the team member at the next group meeting. At this meeting, a path of action will be discussed and documented in Slack.
- Lastly, if the issue is still unable to be resolved after the two prior warnings, the other group mates will reach out to the lab instructor to inform them of the issues with the teammate.