**DSCI 522 Working Contract**

**Team Members**

* Marco Bravo
* Nasim Ghazanfari Nasrabadi
* Shizhe Zhang
* Celeste Zhao

**Expectations**

Team members are anticipated to dedicate no more than six hours per week to DSCI 522 tasks, unless a consensus to extend this time is reached among all members.

Should a member be unable to complete their assigned portion within these hours, they are required to notify the team via Slack at least 24 hours prior to the group's submission deadline (Saturday at 9 AM) to discuss potential redistribution of tasks or an adjustment of the expected time commitment.

Submissions must fulfill the established criteria of the milestones as detailed in the milestone instructions. This encompasses the functionality of all scripts, the implementation of tests for each function, and the maintenance of proper grammar in all written contributions.

**Meetings**

Besides DSCI 522 lab times, there will be additional meetings on the following dates:

* 11/21 Tuesday: 1-2 PM
* 11/28 Tuesday: 1-2 PM
* 12/05 Tuesday: 1-2 PM

All members are expected to attend the meetings in person. If a member cannot make a meeting, written notice through Slack must be given 24 hours before the meeting to discuss alternative options.

**Communication**

The designated channels for all non-meeting related communication are Slack and GitHub.

* GitHub will serve as the central platform for discussing ideas and managing the submission and review of work.
* Slack will serve mainly for casual conversations and coordinating meeting times.

**Reviews**

Team members must finish a pull request on the group's GitHub repository for any contributions to the project.

Members should request a peer review by assigning fellow team members as reviewers to ensure that each pull request undergoes evaluation by another teammate. These reviews are expected to be completed within 24 hours of the pull request's submission.

**Roles**

Team members will rotate through two key roles on a weekly basis to ensure shared responsibilities:

Scribe:

* Document discussions and outcomes of meetings as well as activities during in-class labs.
* Post the minutes as issues on GitHub for archival and team access.
* Distribute this documentation to all team members for review and reference.

Proof-reader:

* Perform the final review of the team’s submissions against project requirements before the deadline.
* Verify that all submission criteria have been thoroughly met.

This rotation policy guarantees that each team member will fulfill each role at least once.

**Deadline**

Specific deadlines for individual milestones will be set during meetings.

The proof-reader's responsibility on Saturday is to conduct a thorough review of the work, confirm that it is prepared for submission, and then create the necessary version tag for the final submission.

**Breach of Contract**

Non-compliance with the team contract will activate a graduated three-step warning procedure:

* First Warning: Issuance of a written notification via Slack, detailing the specific breach of the team contract, along with a reiteration of the contract's terms.
* Second Warning: Arrangement of a dedicated meeting to address the conduct in question, culminating in a written commitment from the member to adhere to the team contract henceforth.
* Final Step: If non-compliance persists, the matter will be escalated to the lab instructor or teaching assistants for further intervention.