

522 Group Project Contract

Group 3: Allan Lee, Yi Yan, Jianhao Zhang, Chengyu Tao

Expectation:

Each group member is expected to actively contribute to project tasks, demonstrating a commitment to shared goals and deadlines. Collaboration and knowledge-sharing are encouraged within the group. Each group member should adhere to project guidelines, ethical standards, and the established code of conduct.

Meetings:

Meeting times were established during the initial team meeting held on 2023-11-09. Meetings will be held in or meet outside ORCH 4074 on the following dates:

- Tuesday 2023-11-21: 2-4 pm
- Tuesday 2023-11-28: 2-4 pm
- Tuesday 2023-12-05: 2-4 pm
- Friday 2023-12-08: 2-4 pm

All members are expected to attend meetings. If a member cannot attend meeting, a written notice should be made in the group chat 24 hours before the meeting to make alternative options. Additional meetings are anticipated to be scheduled in the near future to further discuss pertinent matters.

Communication:

All communication outside of the meeting will be through Slack, GitHub, and WeChat. GitHub is the primary communication platform for group members to discuss and evaluate the group project. Slack and WeChat will both be the formal communication tools for communicating new findings, data exploration, and scheduling meeting.

Reviews:

All members are expected to submit at least one pull request for their work on the GitHub repository for the group project. All members are expected to review the whole group project,

including both written and visuals parts, before the submission and announced in the group when they finished the final review. Pull requests should be made and reviewed 12 hours before the submission.

Roles:

- Proof-reader: Each team member is expected to proof-read the project deliverables before the submission.

Deadlines:

Deadlines for each team member's work every week will be discussed during the meeting. A group announcement will also be made and uploaded to the GitHub, Slack and WeChat. All group members will finally review the project on Saturday noon and submitted no later than 4pm.

Breach of Contract:

Each team member should be responsible and accountable for the group deliverables, including but not limited to sharing code or results with people outside the group, excepting the teaching team. Any data breach will result in directly reporting to the teaching team.