**522 Group Project Contract**

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

**Expectation:**

The anticipated duration for group members to dedicate to DSCI 522 should not exceed 6 hours, unless all team members collectively decide to extend this timeframe. In the event that team members are unable to complete their assigned tasks within this maximum time limit, it is imperative for them to notify their colleagues via Slack at least 24 hours before the group submission deadline (which is Saturday at 6 am). This notice is intended to facilitate a discussion about the possibility of redistributing work or extending the expected time frame.

It is essential that all submissions adhere to the criteria outlined in the provided instructions. This entails ensuring that all scripts are functional, developing tests for all functions, and maintaining proper grammar in the written submission.

**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.

**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:**

* Scribe: Each team member is expected to contribute one meeting note each week, share with the group, and update on the GitHub.
* 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.