

TEAMWORK AGREEMENT GROUP 04 DSCI 522

November 22, 2024

§ 1. DELIVERABLES

- Each member is to work on a specific branch for the respective feature and stage in the project.
- For work distribution, each member will work on evenly distributed sub-problems within each milestone project by default.
- Each member is expected to work up to 6 hours, including lab time unless all team members agree to lengthen the time expected.
 - If a team member is unable to complete their section within the maximum hours, the member should notify others on Slack at least 12 hours before group submission is due (Saturday 6 am) to see if the work can be redistributed or if the expected time should be increased.
- All submissions are expected to meet the criteria of the milestones as set out in the instructions.
 - This includes making sure all scripts are working, creating tests for all your functions, and using proper grammar in written submissions.

§ 2. WORK STYLE

- Each lab will start with a 10-15-minute stand-up to discuss progress and agendas for the week, and make sure everyone is doing well with their deliverables.
 - Members are expected to use this time to raise any concerns or ask questions related to their tasks if required.
- Everyone is expected to complete their work before the deadlines (Saturdays at 6 pm).
- The team goal is to complete tasks by Friday night so that work can be proof-read on Saturday.

§ 3. ROLES

There are two roles that team members will rotate through each week:

- Scribe:
 - Responsible for taking notes at the meetings and in-class lab sessions and adding them as a GitHub issue.
 - Responsible for sharing all notes and in-class activities with teammates.
- Proofreader:
 - Responsible for doing a final check of the submission before the deadline on Saturday to make sure all requirements are satisfied.

Role assignments:

Deadline Date	Scribe	Proofreader
Nov 23rd, 2024	Agam	Yichun
Nov 30th, 2024	Ashita	Paul
Dec 7th, 2024	Yichun	Ashita
Dec 14th, 2024	Paul	Agam

§ 4. MEETINGS

- Everyone is expected to be on time at the start of the lab. If anyone cannot make it, they should notify other team members via Slack ASAP.
- Everyone is expected to meet during lab times and stay after at least till TA hours last.
- Everyone is expected to fill out their respective Weekly Stand-Ups before coming to the lab.

§ 5. COMMUNICATION

- Team members are expected to communicate immediately over Slack if any extra time/help is needed.
- All communication outside of the meetings will be through Slack or GitHub and in case face-to-face meetings are not possible, connecting over Zoom or Discord would be acceptable.
- GitHub will be the primary communication tool for ideas, suggestions, submitting work, and reviewing work.
 - Also use GitHub to raise issues in case of fixing bugs, before making major changes or to give suggestions on existing work done by others.
- Slack will be the primary communication tool for informal communication and meeting scheduling.

§ 6. REVIEWS

- All members are expected to submit a pull request for their work on the repository for the group project on GitHub.
- Members are expected to add teammates as reviewers to have all pull requests reviewed by another teammate.
- Pull requests should be reviewed within 36 hours of creation.

§ 7. DEADLINES

- Deadlines for individual items will be assigned during meetings.
- The proofreader will review the work on Saturday to ensure that the final version is ready for submission and create the required version tag.

§ 8. BREACH OF CONTRACT

Failure to follow the team contract will result in a three-step warning system:

- The first step is a written Slack notice that outlines the violation of the team contract and a reminder of the team contract conditions.
- The second step is a meeting to discuss the behavior and write an agreement to follow the team contract required by the members.
- The third step is to reach out to the lab instructor or TAs about the issues with the teammate