DSCI 524 Team Work Contract

Team Members:

Celeste Zhao, He Ma, Chun Li, Karan Khubdikar

Purpose:

This contract is established to guide our team's collaboration throughout DSCI 524, ensuring a productive and harmonious working environment.

Work Expectations:

- Weekly Commitment: Each member commits to a minimum of 3 hours per week on the project.
- Professional Use of Tools: Members are expected to demonstrate professional and proficient use of newly taught tools, such as GitHub Board. Tasks should be properly documented on the Board in a timely and professional manner.
- Availability Communication: Inability to fulfill this commitment should be communicated at least 24 hours in advance.

Meetings:

- Schedule: Meetings are scheduled twice a week: one after Monday's lab in room ORCH 4074, and another on Thursday evening at 6:30 PM, virtually via Slack's Huddle.
- Attendance: Mandatory unless prior notification is provided.
- Agenda and Minutes: Structured agenda for each meeting, with minutes recorded and shared by a rotating scribe.

Communication:

- Primary Channels: GitHub Issues for formal communication, and Slack for non-essential communications.
- Response Time: Expected within 24 hours.

Quality Assurance:

- Work Standards: Submissions should align with team standards.
- Peer Review: Mandatory for ensuring quality and consistency.

Conflict Resolution:

- Internal Approach: Address conflicts openly and respectfully within the team.
- External Mediation: Involvement of course staff if necessary.

Breach of Contract:

- First Step: Slack notice outlining the violation.
- Second Step: Meeting to discuss behavior and commitment.
- Third Step: Escalation to course instructor or TAs.

Deadline and Submission:

Weekly Deadline: Completion and readiness for merging by Friday, 8 PM.