

Student project teamwork contract from DSCI 524

Team 6

Team Members: Vinay Valson, Tirth Joshi, Teem Kwong, Alexander Wen

1. How will work be distributed in a fair and equitable way?
 - a. Group meeting (ideally done during the lab) before deliverable - discuss what tasks need to be done and people want to work on
 - b. If someone finds that they are taking too long on a task, can reach out to redistribute the work more equitably and request for more time (message on Slack)
2. What are the expected work hours for the project?
 - a. Maximum 6 hours per person per week
 - b. If capacity is reached, redistribute remaining hours evenly
3. How often will group meetings occur?
 - a. First weekly meeting in lab session on Monday
 - b. Second weekly meeting on Thursday at 5pm on Slack (online meeting) → 30 minutes (but can be extended if needed in specific cases, maximum 1 hour)
 - c. Optional Friday evening meeting (after 5pm) if needed
4. Will you have meeting agendas and minutes? If so, what will be the system for rotating through these responsibilities?
 - a. Rotate through agenda writer and notetaker
 - b. Should only be a few lines about the main topics discussed and the conclusions/to-do's for next meeting or for the deliverable
5. What will be the style of working?
 - a. Will you start each day with [stand-ups](#), or submit a summary of your contributions 4 hours before each meeting? or something else?
 - i. Mostly individual but with regular check-ins on Slack
 - ii. When people start working on the project, post on Slack what you will be working on to avoid merge conflicts and let teammates know when work is done

- iii. Push to your branch of GitHub after a work session and notify your teammates to review the pull request to merge with main
 - iv. Add two other team members as reviewers for PRs
 - v. If anyone feels overwhelmed at any time, inform the group members well ahead of the deadline (at least on Friday)
 - vi. If there is delay in team member's work/deliverables, message them on Slack group
6. What is the quality of work each team member expects from themselves and each other?
- a. Should present teammates with code that is working and that doesn't need fixing (unless you are explicitly asking teammates for help)
 - b. No copy pasting or plagiarism!!!!!!! (Quote generative AI usage)
7. When are team members not available (e.g., evenings and Sundays because of family obligations).
- a. Vinay → Not available after 8pm
 - b. Tirth → Not available after 9pm
 - c. Teem → Not available after 9pm
 - d. Alex → Not available after 9pm
 - e. All working members are not expected to work or respond to messages after 8pm, Sundays are days off
8. And any other similar things that govern your working relationships.
- a. Everyone can review the PR, if one person approves the PR, that PR can be merged. Please notify the group when a PR is created.