



TEAMWORK CONTRACT

FOR MILESTONE PROJECT



THE UNIVERSITY
OF BRITISH COLUMBIA

TEAMWORK CONTRACT FOR DSCI522 MILESTONE PROJECT

**Kirk Zhong
Tao Huang
Hanying Zhang**

14th January 2020

This contract is created for education purpose, it remains the property of the people listed above. The information is confidential, it may contain personal information.

DSCI522 Data Science Workflows Milestone Group 311 Team Contract

Project Name: Wine Quality Preference Prediction

Project Vision: We are passionate to create a practical model to predict wine's quality based on online dataset.

Expected Work Hours: each member is expected to spend approx. 5 hours for milestone one. (milestone 2-4 TBD)

Team Members:

Name	Cell Phone	E-mail
Kirk Xugang Zhong	604-818-3010	chuusankirk@hotmail.com
Hanying Zhang	236-866-5701	is.zhanghy@gmail.com
Tao Huang	778-829-0543	Tonyhuang0526@gmail.com

Role/Responsibility

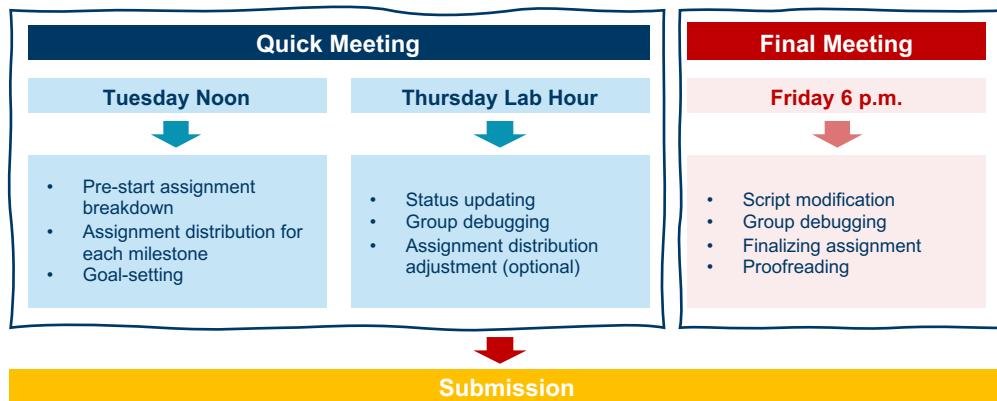
To better distribute the workload in a fair and plausible way, a formal meeting after the lab session was scheduled discussing about "What are we trying to achieve? Who does what well? And, who needs development and in what areas?" These questions did help us to allocate the assignment. We set our common expectations, communicate on a one-on-one basis, and make a checklist for all works that needs to be done, then assign tasks according to your team members' specific function, position, and strengths. The table below gives the detailed role/responsibility of our group.

Milestone One	
Name	Main Role/Responsibility
Kirk Xugang Zhong	Repo construction, team contract, proposal composing, etc.
Tao Huang	EDA, code of conduct, etc.
Hanying Zhang	Rscript composing, contribution file, etc.

Team Member Time Availability:

- Xugang Zhong: Prefer weekday working from 9 a.m. to 10 p.m.
- Tao Huang: Prefer weekday working
- Hanying Zhang: Probably be busy during Saturday.

Group Meeting: W and Thursday after the lab for quick meeting, formal meeting is scheduled on Friday 6 p.m.



*Meeting location TBD.

Task Distribution Procedure

Pre-start assignment breakdown will be discussed on every Tuesday. One of the outcomes is a full list of all works for that week. Questions such as "What are we trying to achieve? Who does what well? And, who needs development and in what areas?" will be asked to achieve a fair and plausible task distribution.

Team Performance Expectations:

Every team member shall, to the best of his/her ability:

- Strive to complete all assigned tasks before or by deadlines
- Complete all tasks to the best of his/her ability
- Listen carefully and attentively to all comments at meetings
- Accept and give criticism in a professional manner
- Focus on results before the fact, rather than excuses after
- Provide as much notice as possible of problems with commitments
- Attend and participate in all scheduled group meetings

General Policies and Regulations:

The milestone project group policies and regulations are part of the UBC Policies and Regulations document and the Master of Data Science Policies and Regulations.

Participation/Attendance:

Full attendance is expected in all our group meeting (including quick meeting during the lecture days and the final round meeting). Group member who is unavoidably absent because of illness or other reasons should inform the other group members as soon as possible, prior to the start of our meetings via Slack or other method. Team member who misses the meeting can get meeting notes from other members. Late arrival should also be informed in advance.

- **Communication:**

Github is recommended for the team collaboration. Slack is our predominant method for discussion and meeting arrangement, the cell phone numbers provided above are only for emergency purpose. Please be advised that the available time of each group member may differ. Please reach out for help in the suitable time period. Also please check the Slack group periodically to ensure a prompt response.

- **Assignment Breakdown:**

The assignment breakdown for each week will be released after the Tuesday quick meeting. The breakdown shall be based on the brainstorming and take each group member's interest and capability into consideration. Adjustments might be proposed during the week. A clear role and responsibility will be concluded in the assignment breakdown.

- **Decision-making:**

The group will actively seek a consensus of opinion based on the opinions of every member. Each member will take turns listening as well as talking, and active listening will be a strategy for all group discussions. Aggressive and dominating behavior is not acceptable.

- **Conflict Handling**

Faced with conflicts, we have agreed to

- Stay flexible
- Keep the interests of the group as the focus
- Listen to each other with respect and patience
- Focus on problem and avoid personal attacks
- Participate in identifying options for moving forward

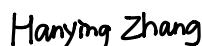
Our Commitment:

We, the undersigned, have read and understood all of the above terms and conditions and agree fully to abide by them or accept the consequences set out above.

Signature:



Xugang Zhong



Hanying Zhang



Tao Huang

Date: Jan 14, 2020