

Introduction to Digital Humanities and Social Analytics **Charter for Group Work – Group 7**

Team members of Group 7:

Team Members	Backgrounds	Academic Disciplines
Oussama El Mojahid	Moroccan-Dutch	International business administration
S. Fu (Si Hao)	Chinese	Language media and communication
S.C. POP (STEFI)	Spanish-Romanian-German	linguistics and communication sciences
T.S. Oosterbaan (Tomash)	Dutch	Artificial Intelligence
Y. Wang (Yuli)	Chinese	Computer Science

1. The goals of our group

Deliverables	Deadlines
Project Proposal and Team Charter	18 Sep by 23:59
Weekly presentations	02 Oct by 23:59
Documentation of the Workflow	18 Oct by 23:59
Project Presentation	18 Oct by 23:59

Our goal is to complete each task to the best of our abilities, aiming for the highest standard we envision.

Deliverables and deadlines: document assignments will be submitted 0.5-1 days before the deadline, while presentations will be submitted 1-2 days in advance to allow time for practice. Team members aim to improve teamwork skills and explore how digital tools can enhance collaboration and creativity. We will balance time investment with the quality of deliverables, driven by a shared ambition to excel individually and as a team.

2. The strengths of our group and its members

Our group's diverse background & academic backgrounds in business, communication, linguistics, AI, and computer science provide a unique advantage. This variety allows us to approach challenges from multiple perspectives, combining strategic thinking, effective communication, and technical expertise. By leveraging these strengths, we can generate innovative solutions and ensure that each aspect of the project is addressed thoroughly and efficiently. Through this collaboration, we will learn from each other's disciplines and enhance the overall quality of our work.

3. Our pressures?

Pressures	Are the pressures realistic?	Way to Compensate/deal with
Missing deadlines	Yes	Make strict plans with redundancy
Can't balance workload with other academic commitments	Yes	Divide tasks based on strengths and availability
Conflicts in decision-making or different work styles	Yes	Resolve conflicts through discussion and compromise

Unforeseen personal or health issues affecting team members	Yes	Be flexible and offer unconditional support
Inconsistent deliverables due to different interpretations of project goals	Yes	Clarify goals early and regularly check for alignment to ensure consistency
Inactivity of certain team members, affecting overall progress	Yes	Make plans with enough redundancy

4. Communication strategies will we use to communicate?

We will primarily use a WhatsApp group for communication, whilst using other available tools such as Google Docs and Github to work on shared tasks, while ensuring that every action on GitHub is committed with clear and detailed comments to make our workflow readable and transparent. The maximum expected response time is preferably as soon as possible, but no later than 1-2 days.

5. How many meetings will be organised to work on the project together?

We will have at least one meeting per week, with extra meetings if issues arise that cannot be resolved through online discussions.

6. Planning

Project proposal and group charter		
Work Packages	Schedule	Allocation
Research question	22 Sep by 20:00	Si Hao
Data criticism		Stefana

Action plan		Tomash
Literature		Stefana
Group Charter		Yuli

Documentation of the Workflow		
Work Packages	Schedule	Allocation
Project Overview	17 Oct by 18:00	Oussama
Data Acquisition		Tomash
Methodology & Workflow steps		Everyone
Challenges, solutions & ethical considerations		Stefana
Result, documentation & sustainability		Everyone

For the two presentations, we will assign sections based on each member's familiarity with the content. Yuli will construct the presentation slides (PPT), while the rest of the team will review and provide feedback to ensure the slides are accurate and well-organised. The arrangement for meetings is mentioned in section 4.