Group Information

Group #4 Members:

- Andrew Bernath: 2nd year MS Statistics student

- Heather Kitada: 2nd year MS Statistics / starting Ph D Statistics student

- Ethan Edwards: 1st year MS Statistics student

Member Roles:

- Coordinator: Shared[1]

- Recorder: Edwards

- Checker: Kitada

- Monitor: Bernath

Member GitHub User Names:

- Bernath: `akbernath`

- Kitada: `hkitada`

- Edwards: `edwardet`

Member Emails:

- Bernath: `akbernath@gmail.com`

- Kitada: `heatherkitada@gmail.com`

- Edwards: `edwardet@onid.orst.edu`

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[1]We should designate one person in particular to take the official mantle up, in case it becomes necessary, but it seems reasonable as a group of three to share the workload like this.

Many of the tools and resources utilized in the previous project have been carried over to minimize our overhead. In particular, we have discarded the less useful services and refined them to:

- gitHub (Bernath)

    ```
    https://github.com/akbernath/bigdata_flightproj
    ```

- Google Groups (Edwards)

    ```
    https://groups.google.com/forum/#!forum/st599---project-2
    ```

A file index will be uploaded to the gitHub shortly, to be edited with all necessary filenames and/or explanations. Additionally, the group contract (preserved almost entirely from our first work as a group) has been carried over

Group Contract

1. **General Group Member Expectations:**

   (a) **Work Ethic:**

      i. **Work Quality:**

         A. Each group member will strive to complete *Excellent* work, as described in the grading rubric.

         B. Trust is an essential part of group projects and as such each person should have a duty to help the group succeed.

         C. Group members will honor their commitments to complete assignments designated.

      ii. **Timeliness:**

         A. Work should be completed in a timely fashion.

         B. Assignments should be completed on time or before the date specified.

         C. If a group member is having a difficult time completing our agreed upon task(s) before the next team meeting, we will discuss our difficulty with another team member and try to resolve it before the meeting.

      iii. **Helping Others:**

         A. We are a team. If a group member is struggling a question should be posed to the group.

         B. Each group member brings special skills and knowledge to the group. Our goal is to draw on these abilities and share knowledge with fellow group members to maximize our learning experience and project deliverables.

   (b) **Communication:**

      i. **Maintaining A Safe Environment:**

         A. Group members will treat each other with mutual respect and behave in a professional manner when working with the group.

         B. This is a safe environment that promotes inquiry and knowledge development. There are no "stupid" questions.

         C. Inclusive language will be used when communicating with group members.

D. All group members will be treated equally regardless of major, class standing, race, sex, creed, etc.

ii. **Attending Meetings:**

A. Group members will show up to meetings on time.

B. If an unexpected event occurs that results in a group member not being able to attend a meeting, it is that members responsibility to email the rest of the members as soon as possible. It is also their responsibility to make sure that their work is still turned in in a timely manner.

C. If a group member has an expected absence they must communicate this with fellow group members prior to the missed meeting.

iii. **Online communication:**

A. In addition to class meetings we will be communicating online throughout the week.

B. It is every group members responsibility to make sure that they check the online communication tools at least once a day to check for new posts.

2. **Individual Role Specific Expectations:**

Group members will adhere to role responsibilities set forth by Charlotte and Alix.

(a) **Coordinator** (Shared):

i. Checks with other team members before each meeting to remind them of when and where they will meet and what they are supposed to do.

ii. During meetings, coordinator keeps everyone on task and makes sure everyone is involved with every aspect of the project.

iii. Will equitably distribute work.

(b) **Recorder** (Ethan Edwards):

i. Maintains notes and code for work done during each meeting.

ii. Is responsible for committing meeting minutes and notes/code to group git repo after the meeting.

iii. The recorder is also responsible for making sure that the "File Index" is organized and up to date.

(c) **Monitor** (Andrew Bernath):

   i. Check to make sure everyone understands what's happening in each meeting and that they are clear on their assigned tasks.

   ii. Should end each meeting 5-10 minutes early so that the monitor can perform this check.

(d) **Checker** (Heather Kitada):

   i. Double-checks the deliverables before they are handed in.

   ii. Checker turns in a hard copy of the project summary report (making sure to include the names of all team members that participated in the work.

   iii. Responsible for e-mailing the URL for the group git repo to Charlotte and Alix by 9:00am on the morning of the team's presentation.

   iv. If the checker anticipates a problem with submitting the project deliverables on time, it is his/her responsibility to make sure someone on the team does so.

3. Failure to abide by the above specifications may result in a group member being fired, as specified in the *Team Policies and Expectations* handout.