

(1) Goals

What are our team goals for this project?

- Learn from each others' skills + strengths, strengthening our own skills by integrating strengths from each member to improve our project to the best it can be.
- Continually stay on track in order to keep a steady pace on the project without any group member feeling too overwhelmed with courseload/project work

What do we want to accomplish?

- We want to be able to effectively visualize and answer a comprehensive question (or questions) regarding the dataset we will be working with, ideally answering a question that is of importance/significance in the context of the dataset

What skills do we want to develop or refine?

- Our goal is to strengthen our understanding of Jupyter and Python for data analysis
- We want to be able to confidently know/use different Python functions to effectively wrangle, tidy, and visualize data
- Be able to apply what we learn throughout the project to real-world scenarios

Expectations

- Our expectations is that everyone does their fair share of the work and that we all help each other out as needed in order to end up with a great final project

Group Members: Justin Galimpin, Alexis Kuerbig, Arjun Sharma, Ahmad Khattab

What do we expect of one another regarding attendance at meetings, participation, frequency of communication, quality of work, etc.?

- We expect to communicate frequently online while also setting up weekly/bi-weekly meetings in-person as needed, whenever everyone is available
- Everyone is expected to do their fair share of the work when it comes to the project; if a person is falling behind in terms of their given task, they should let other group members know immediately in order to resolve the issue and get everyone back on track.
- Everyone has a lot of course work— staying on top of all courses will help us stay on top of this project too, by prioritizing what needs to be done and keeping in mind that we are accountable to each other too!!

(2) Policies & Procedures

What rules and procedures can we agree on to help us meet our goals and expectations and deal with members who do not fulfill their part in the contract?

- We want to keep each other accountable and set deadlines for getting certain parts of the project done
- Each member should do their best to stay active in the group chat, notifying members of the tasks they have accomplished, are currently working on, and so on
- We should set regular in-person meeting times in order to (even briefly!) check in to review where we are, where we are going, and address any changes that could need to be made

Group Members: Justin Galimpin, Alexis Kuerbig, Arjun Sharma, Ahmad Khattab

(3) Consequences:

How will we address non-performance regarding these goals, expectations, policies and procedures?

- Non-performance will involve confronting the member directly and determining what is causing them difficulty in meeting the given tasks
 - Can ask if other members can provide guidance, assistance, to guide them back on track

- If a member's performance continues to fail/fall behind despite this confrontation, we will bring the issue to the professor / TAs as needed

Signatures

**Justin Galimpin
Alexis Kuerbig
Arjun Sharma
Ahmad Khattab**