**FINAL PROJECT TEAM CONTRACT**

**Team # \_\_\_\_\_\_**

**Data Scientists / Team Members:**

1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **General** |

**Policies set by the instructors:**

* Team members will work together on the Final Project during Week 9 and Week 10 of the quarter.
* Efforts toward the final report should be fairly distributed across team members.
  + No team member will “take over” the project, removing other team members’ opportunities to participate.
  + No team member will fail to participate in the project, contributing no work toward the final report.
* Team members will submit a final report to Dr. Theobold by Saturday, March 12 at midnight.

**Your policies:**

Examples of questions to consider:How soon do you respond to each other’s emails? How do you resolve disagreements? What do you do when the reports or materials are late? ….

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| **Collaboration meetings** |

**Policies set by the instructors:**

* All students will attend each collaborative meeting.
* The team will update the relevant documents during each collaborative meeting.
  + Changes to the final report will be agreed upon by every team member.
  + Changes to the final report will be shared across team members.

**Your policies:**

Examples of questions to consider:What is the format of your meetings (in person or Zoom or both)? What is the general time frame of the meetings? (e.g. in the afternoon? Weekend?) What is the policy regarding cancelling meetings or rescheduling? What if someone shows up late or unprepared? Do you need someone to keep a record of the meetings? ….

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| **Work Quality** |

**Your policies:**

Examples of questions to consider:What is a realistic level of quality for the collaborative writing, individual research, preparation of drafts, peer reviews, etc.? How will you ensure cooperation and fair distribution of tasks? What are your preference for leadership (informal, formal, individual, shared)? How will you encourage or include ideas from all team members?

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| **Consequences for Failing to Follow Procedures and Fulfill Expectations** |

Describe, as a group, you would handle **infractions** of any of the obligations of this team contract and what your team will do **if the infractions continue**.

*- Here are a few options for consideration: warning to the offender, reduction of points, zero credit for the repeat offender, ….*

*- Please inform the course instructors whenever a penalty is applied.*

*- Students are advised to consult with their course instructor in cases of repeat offenders.*

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1. *I participated in formulating the standards, roles, and procedures as stated in this contract.*
2. *I understand that I am obligated to abide by these terms and conditions.*
3. *I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.*

1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_