

# Team Contract - Chevron: Data Science Challenge Site

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## 1. Team Roles

- **Team Name** - C-minus 1
- **Client Liaison** - August Vendegna
- **Advisor POC** - Kongmeng Lor

## 2. Team Procedures

- **Working Hours** - What days & times will you be meeting to work? Where will you work?
  - i. Mon-Wed In-person, Thurs-Fri Remote, (peer programming via voice/video calls)
  - ii. 9am to 4pm Mon-Fri
  - iii. McNeil Breakout Rooms ideally
- **Pairing** - How will pairs be formed? How often will they switch?
  - i. Pairs won't exist as much since we are planning with a team of three. We plan to oversee most of each other's work, whether that is in person or via calls held over discord.
- **Scrum** - Which scrum tool will be used? How will the scrum process be followed and maintained?
  - i. We will use Trello for assigning, managing, and delegating tasks and issues. Every time we work on something, we will make sure that it exists in Trello with accurate information including estimated time, priorities, and deadlines.
- **VCS** - Which VCS will be used? What is the policy for branching & merging? What is the policy for testing & code reviews prior to checking code in?
  - i. GitHub

## 3. Team Norms

- **Communication** - How will the team communicate outside of work? While working?
  - i. We have a text group chat for communication away from the computer, as well as a Discord chat that will be used for peer programming remotely.
- **Decision Making** - How will the team make decisions? Vote? Majority? Debate?
  - i. Majority rules. Since we have an odd number of members, it is convenient to make decisions this way. We have already utilized this method with no problems.
- **Feedback** - How will the team give/receive feedback?

- i. We will be straightforward and honest when giving team feedback. Obviously, there is an expected level of professionalism during these conversations, but we all agree that we want a high-quality product, and that is not possible without feedback.
- **Additional Team Norms** - Team agrees to that will help your team function to its fullest potential.
  - Steady Schedule with the three days in person and one day remote.

During the various reflections in upcoming sprints, individual team members and the whole team will be asked to revisit the agreed upon Team Contract.