Team Contract: [CSC 442 - 001] Caroline Causey, Alex Creech, Shreya Holikatti, Sophie Scherer
Project title: TBD

Project team individual answers:

Introductions:	Name: Caroline	Name: Sophie	Name: Shreya	Name: Alex
Individual motivation	Grades, generally interested in the topic for post-grad career and want to learn the material to apply it	Grades, interested in learning data science for upcoming summer internship in quant finance	Grades, interested in learning data science for post-grad career	Grades, general career preparedness, finds data science interesting
Individual goals	Grade: A+ or A Other: Getting the good grade matters, but understanding the material is her primary goal, wanting to go beyond the scope of the project	Grade: A+ or A Other: Gain deeper understanding with reasonable/limited additional commitment while still prioritizing grade	Grade: A+ or A Other: Broad understanding beyond the scope of the project as it applies to post-grad career	Grade: A+ or A Other: Gain a better understanding of data science, prioritize the grade
Time willing to commit	A little over what is expected from a 3-credit course; 6 hours if needed outside of class Would prefer to work later into the night to achieve a higher grade	Expecting 3-4 hours outside of class on average, willing to work more if needed (5-6 hours). Tries to be efficient with time (for example, if you can achieve A quality work with 3 hours of work, not going to put in 6 hours of work) Would prefer to work later into the night to achieve a higher grade	5-6 hours if needed, but expect less work and will try to be efficient with time. Would prefer to work later into the night to achieve a higher grade	5-6 hours if needed, but expect less work and will try to be efficient with time. Would prefer to work later into the night to achieve a higher grade
Time restrictions	Willing/able to work weekends, Friday afternoons, generally flexible. Other commitments include clubs, class	Willing/able to work weekends, Friday afternoons, generally flexible. Other commitments include clubs, class (notable Senior	Not super busy, working part-time in the mornings. Not in Senior Design Open in the afternoons, weekends, Fridays.	Classes, Senior Design, club meetings on some evenings. Prefers to delegate asynchronous work so people can work on their

	(notable Senior Design Project)	Design Project) Prefers to delegate asynchronous work so people can work on their own times/schedules.	Prefers to delegate asynchronous work so people can work on their own times/schedules.	own times/schedules.
Strengths and weaknesses	Strengths: Some background in data science from a few years ago, experience in Python and data science algorithms. Good administratively, organization and communication. Weakness: Sometimes hesitant/uncertain when confronted with tasks she is unfamiliar with.	Strengths: Background in R/Python from statistical programming and internships, strong organization/communication, finance background to bring subject matter insights. Weakness: Sometimes hesitant/uncertain when confronted with tasks she is unfamiliar with, busy schedule with workloads that will be sometimes unanticipated.	Strengths: Background in R/Python statistical programming and internships, economics background to bring specific insights Weakness: Sometimes hesitant/uncertain when confronted with tasks she is unfamiliar with.	Strengths: Some background in data science, data science club and online coursework. Weaknesses: Sometimes hesitant/uncertain when confronted with tasks she is unfamiliar with. Sometimes also too stubborn when trying to troubleshoot rather than reaching out for help.
Contact preferences	First preference: Text (sees the fastest) Second preference: Email Flexible to use Slack, GroupMe Response time: 24 hours for some sort of response (either acknowledgement or answer)	First preference: Text group chat Second preference: Email (more formal, loop in professor) Response time: 24 hours for some sort of response (either acknowledgement or answer); informal follow-up as needed	First preference: Text group chat Second preference: Email Response time: 24 hours for some sort of response (either acknowledgement or answer)	First preference: Text group chat Second preference: Email Response time: 24 hours for some sort of response (either acknowledgement or answer)
Greatest concern	Concern: Worried when deadline is approaching and progress is insufficient	Concern: External factors/demands from other classes put pressure on how much time we have for this	Concern: External factors/demands from other classes put pressure on how much time we have for this	Concern: Work not being done on time to meet deadlines, cannot always predict external factors.

Team Contract: [CSC 442 - 001] Caroline Causey, Alex Creech, Shreya Holikatti, Sophie Scherer
Project title: TBD

	Best experience: SWE group, understood each others' strengths and weaknesses, facilitated learning opportunities Worst experience: Team member drop off and not respond, other team members had to fill in	class. Solved by constant and transparent communication. Best experience: 326 SWE group, everyone communicated and collaborated well, contributed their strengths and enjoyed what they were doing. Worst experience: 216, lots of people who didn't contribute or communicate, contributed bad work that regressed team progress.	class. Best experience: Senior design group, everyone communicated and collaborated well, contributed their strengths and enjoyed what they were doing. Worst experience: 216, lots of people who didn't contribute or communicate, contributed bad work that regressed team progress.	Best experience: Communicated/worked very well with another member of his 326 group. Worst experience: Frontend team on 326 group, other members did not contribute effectively so he had to do both parts.

Group goal(s) for this project:

1. Receive at minimum an A on the team project related grades, targeting an A+.

2. Tasks and associated deadlines, progress should be clearly documented and distributed to all team members. Team

   members should contribute high-quality work by team deadlines to ensure the team meets or exceeds course deadlines.

3. Clear and timely communication among team members. Update team members regularly on progress and/or obstacles to

   stay on schedule and avoid unnecessary delays that could have been avoided by reaching out for help.

Team Contract: [CSC 442 - 001] Caroline Causey, Alex Creech, Shreya Holikatti, Sophie Scherer
Project title: TBD

Team Agreements

1. All discussions and decisions to be documented by: <u>scribe will rotate and be designated by meeting to ensure fair distribution of responsibility/opportunity. Order will go as follows: Caroline, Sophie, Shreya, Alex</u>

1. Documents will be kept and shared at 📷 CSC 442 Team Project . https://github.com/causeyca21/CSC442Group

2. Primary method of communication: <u>Text Group Chat</u>.

3. Expected response time: <u>24 hours (at minimum acknowledgement of receipt + estimate of time needed to address fully)</u>.

4. If team member becomes unresponsive, <u>teammates will attempt to follow-up with the member both in the group chat and individually by text and email. If no response (ex. explanation of extenuating circumstances) is received within 48 hours, the professor will be notified and included in communication</u>.

5. If a team member needs to change his responsibilities, <u>he/she should reach out to the group explaining overload of responsibilities and requesting either a temporary or permanent restructuring in team roles/responsibilities. This may be resolved via text message approval of the entire team, or a team meeting (virtual or in person) if needed</u>.

6. If a team member becomes frustrated, <u>the team member should reach out to the rest of the team as soon as possible to resolve the issue. If it is a technical frustration, other teammates can help troubleshoot. If it is an interpersonal frustration, it should be addressed as soon as possible in a mature and direct manner</u>.

7. If a task is not completed on time, <u>the team will set internal deadlines prior to course deadlines. If a task is not completed by this internal deadline, the team will follow up with the member requesting a status update. If there is concern in the individual's ability to complete the task by the final deadline, other team members will be expected to step in and complete the task</u>.

Team Contract: [CSC 442 - 001] Caroline Causey, Alex Creech, Shreya Holikatti, Sophie Scherer
Project title: TBD

Project Needs / Team Member Roles and Responsibilities:

Specifically, who is going to do what on this project?

All team members are expected to fairly share/rotate responsibilities to allow all team members to gain exposure and experience to the various aspects of data science. The roles outlined below simply represent which team member is overall responsible for overseeing and ensuring quality for each of the outlined components.

Team Member	Roles / Responsibilities
Caroline Causey	Team Leader (schedule meetings, create agenda/minutes, share action items, check-in with team members, notify Professor when issues arise, set internal team deadlines, ensure team is making proper progress to meet class deadlines and expectations from rubric)
Alex Creech	Code Quality Control (lead the team in researching and learning Python, help navigate the use of Google Collab and GitHub, ensure high quality code and use of data science algorithms)
Shreya Holikatti	Documentation Control (manage the documentation for project phases, delegate sections to various team members, ensure team is meeting or exceeding all rubrics for the class)
Sophie Scherer	Research Lead (take initiative researching finance datasets online and through meeting with various Finance professors at NC State, build out domain knowledge document for team members to use when analyzing data, ensure that the team's analysis and results align with the finance industry)

Sign below to show your agreement with this contract:

Alex Creech	*Caroline Causey*	*Shreya Holikatti*	*Sophie Scherer*