CACI: Team Contract

AIML Data Distillation Team

Team Roles:

Scrum Master (Weekly):

Peter Gultom, Cesar Lopez Hernandez, Duan Nguyen, Denisha Saviela

Client Liaison:

Cesar Lopez Hernandez

Advisor POC:

Denisha Saviela

Team Procedures:

Working Hours:

Our team will meet on Tuesday, Thursday, and Friday from 9am to 5pm remotely. We will also have an optional weekend meeting.

Pairing:

Pairs will be formed only if needed for specific tasks or projects. If a task requires pairing, pairs will be formed based on team member availability and complementary skills. Pairs will communicate regularly and hold each other accountable for progress.

Scrum:

We will use Trello as our scrum tool to track tasks and progress. We will have a daily stand-up meeting where each team member will report on their progress and any roadblocks. We will also have a sprint planning meeting at the beginning of each week sprint and a sprint review meeting at the end.

VCS:

We will use Git as our VCS and GitHub as our repository. This contains our dataset and individual as well as team notebook for our code. All code changes must pass unit tests and be reviewed by at least one other team member before being merged into the main branch.

Team Norms:

Communication:

Our team members will primarily communicate through Discord and email with the client during work hours.

Decision Making:

Our team will use a majority vote to make decisions, with the project manager serving as the tie-breaker if necessary. Before making a decision, the team will discuss and debate the options in order to ensure that all perspectives are considered. Once a decision has been made, the team will commit to it and move forward.d

Feedback:

Our team will actively seek feedback from the client on a regular basis. Feedback will be gathered through regular check-ins and progress reports. If the client provides constructive feedback, the team will take it into consideration and make appropriate adjustments to their work. Team members are also encouraged to give feedback to the project manager on the overall team dynamic and any areas for improvement.